

CPS FACILITY ASSESSMENT MANUAL

2025 – 2026

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ARCHITECTURAL ASSESSMENT

INTERIORS | EXTERIOR ENVELOPE | SITE

INTERIORS

Interiors are split into three general categories, **classrooms**, **rooms**, and **interior**. Each category is displayed separately, and on individually labeled tabs, in the assessment software.

CLASSROOMS

Spaces used for instruction (general and specialty) that are subject to the Facility Performance Standards (excluding physical education spaces).

A classroom is defined as any room that was built as or is currently being used as instructional space for students. Classroom spaces are collected via the Classroom tab in the assessment tool. In addition to the assessment items (for which quantity and rank must be recorded), all Classroom spaces have the following required informational fields (Note: when these fields have been copied from the previous assessment, the assessors **MUST** review and verify that fields are completed and that the quantities are correct):

Room Number	As displayed at the school.
Floor Plan Room Number	As recorded on the drawings.
Current Usage	(see note below)
Intended Usage	(see note below)
Room Size	Total room square footage including storage/closet space.
Voice Outlet	Number of jacks.
Data Outlet	Number of jacks.
Electric Outlet	Counted by number of available plugs i.e. a quad is counted as 4, not 1. Ceiling-mounted outlets such as those installed for projectors should not be counted.
Glazed Windows Area	In Square Feet, the actual glazed area of the windows. Opaque panels should not be included.
Windows Stops	A checkbox; check if window stops are present.
Extension Cords	Classrooms commonly contain extension cords and power strips to make up for a lack of outlets in the room, check this box if extension cords are present.
Smartboards	Check this box if the classroom contains a smartboard.

CURRENT AND INTENDED USAGE

Current and Intended Usage shall be determined by the assessor using the information he/she can obtain from the drawings and visual inspection of the space, and the assessor shall select the usage from the list displayed on the screen. The list currently includes the following choices:

Adult Education	Art Room	Auditorium
Auto shop	Band Room	Carpentry
Choral Room	Computer Lab	Cosmetology
Counseling Room	Culinary	Dance Room
District Office	Exclusive Used by Non-CPS School	Exclusively Used by Community
Exclusively Used by Other CPS School	Exclusively Used by Outside Organization	Faculty Lounge
Fitness Room	Gymnasium	Health
Kindergarten	Laboratory/Shop	Language Lab
Library	Lunchroom	Multi-Purpose Room
Music Room	Office	Other Instructional Use
Physical Education Room	Play Room	Pre School
Regular Classroom	Rehabilitation Under Progress	Science Classroom
Science Lab Level 1, 2, 3	Special Education	Special Program
Store Room	Unsafe/Unusable Condition	Used by Other School
Vacant	Weight	

Please refer to the Specialty Classroom Spaces section below for guidance when determining which choice to use from these lists.

SPECIALTY CLASSROOM SPACES AND ITEMS

Many classroom spaces are specialty spaces, meaning they are used for dedicated purposes. This section will elaborate on the various types of specialty classrooms that might be encountered in a school. Following each section is a list of items associated with that type of classroom space; each item is auto-populated when the room type is selected in the assessment tool or by selecting the "Add Item" button on the classroom page, where there will be a drop-down list of available terms.

Band Room

Primarily distinguished from a choral room by instrument storage.

Specialty Items: Instrument Storage Casework, Risers, Sound Panels, Sound System, Student Lockers

Choral Room

Similar to a band room, typically without instrument storage.

Specialty Items: Risers, Sound Panels, Sound System, Student Lockers

Computer Labs

Includes wireless and hardwired lab environments.

Specialty Items: Laptop Charging Station, Wireless System

Dance Studio

Must have one of the unique components to distinguish it from a standard classroom (i.e. mirrors or a sprung floor)

Specialty Items: Weight/Fitness Room Floor, Sprung Floor System, Wall Mirrors

Fine Art Room

Often a typical classroom space with a work sink.

Specialty Items: Instructional Surface, Kiln

Music Room

Distinguished from a band or choral room as it does not have risers.

Specialty Items: Sound Panels, Sound System

Physical Education Room

Distinguished from a typical classroom not by use but by design. Space typically cannot be considered a classroom because it does not have natural light and/ or it initially built for a weight or fitness room.

Specialty Items: Wall Mirrors

Pre-Kindergarten Room

These typically differentiate from a traditional classroom by the presence of a single occupancy bathroom and a student sink.

Specialty Items: Instructional Surfaces

Science Labs

The location field is critical for assessment records as it should include the type of lab and the room number.

Science Lab Level 1: Fume hood present, gas at the teacher and student stations, eye wash station, science lab shower, prep room

Science Lab Level 2: Gas at teacher and student stations, prep room, no fume hood. Might have an eye-wash station and science lab shower.

Science Lab Level 3: Gas at teacher station only

Specialty Items: Eye Wash Station, Science Lab Shower, Science Lab Elements, Gas Line, Fume Hood, Instructional Surface, Prep Rooms are assessed as separate rooms space.

Vocational Shops

The location field is critical for assessment records as it should include the type of lab and the room number. These labs include Carpentry, Cosmetology, Culinary, and Auto shops.

Specialty Items: Auto Repair Lifts, Cosmetology Stations, Culinary Kitchen Equipment, Dust Collection System, Paint Booth, Welding Booth, Wood Shop Equipment

ADDITIONAL NOTE:

In addition to the extensive photography collected per each assessment, every one of the district's unique 20,000 classrooms will also require a specific photograph taken in the following manner:

- 1) Each classroom photograph will be panoramic (see example below) captured from one of the four corners of classroom.
- 2) The classroom number (as displayed at the school) must be recorded as a caption in the upper-left hand corner of the image.



Example: Panoramic Photograph of a typical Classroom

ROOMS

Interior spaces that are not used for typical classroom instruction, these include: physical education spaces, administrative spaces, auditoriums, libraries, and other rooms such as restrooms, kitchens, and lunchrooms. In the assessment tool, rooms are grouped into the following categories, each with associated subcategories and specialty items (as required):

Administrative Suites/ Offices

Admin Suites/Offices is used to catalog any space that is primarily used by staff such as main office, counseling suites, and nurse's office, etc. The location field will provide the identifier for the type of admin space and the room number.

Specialty Items: Power Distribution

Auditorium and Theaters

Auditorium- Dedicated must have fixed seating to be considered a dedicated space. Seating counts are critical as they are used to verify emergency power requirements.

Theaters are differentiated from an auditorium as a smaller space without fixed seating.

Black Box Theater

Specialty Items: Stage, Stage Lighting System, Stage Curtain, Sound System, Balcony Seating, Main Floor Seating, Stairs (to Balcony level or backstage), Stage-Stairs, Stage Lift

Clinic

These are typically independently operated clinics (**Dental** or **Health**) that are not classrooms.

Green House

This can be free-standing, attached or a courtyard (glazed top only) installation.

Specialty Items: Finishes, Glazing, Mechanical, Plumbing

Gymnasia

Standard Dedicated Gymnasium is a typical elementary type gymnasium or high school practice gymnasium with potentially a full basketball court but with sidelines or seating capacity.

Competition Gymnasium is a Full-size gymnasium with seating capable of holding a sanctioned HS basketball game.

Gymnasium/Auditorium is a combination space without fixed seating and a fixed stage.

Gymnasium/Cafeteria is similar to Gym/ auditorium, but has no stage and generally has access to a serving line.

Specialty Items: Sports Flooring, Bleacher Seating, Stage, Stage Curtains, Stage Lighting System, Sound system, Scoreboards

Kitchens

Cooking Kitchens have equipment for cooking food in addition to equipment for warming and keeping food warm. A stove and conventional oven indicate a cooking kitchen.

Warming Kitchens only have equipment for warming and keeping food warm.

The Kitchen Equipment itself does not need to be assessed; Nutritional Services conducts independent assessments of the equipment.

Note that there are MEP elements (such as range hoods, water heaters, exhaust fans, etc.) that must be assessed separately.

Specialty Items: Serving Line

Library

Includes all variations of a library including media centers. Only fixed casework should be assessed and measured.

Specialty Items: Casework (Quantify fixed casework only)

Locker/Shower Room

Student locker rooms include lockers, showers, changing area, and toilet facilities. Team locker rooms may be also provided within the locker room area.

Female Locker/Shower room

Male Locker/Shower room

Unisex

Specialty Items: Urinals, Showers, Partitions, Lockers, Lavatory, Hand Dryer, Floor Drain, Benches Ped Mounted, Water Closet

Lunch and Multipurpose Rooms

Lunchrooms may or may not have an adjacent serving line or kitchen.

Multipurpose Room is a catch-all term used to describe a room greater than 1000SF that is used for programming that is not distinguished elsewhere. These rooms are not common. Please note that previous iterations of the assessment process used this term more freely; it was often used to describe Gymnasium/Auditorium and Gymnasium/Cafeteria combination rooms.

Specialty Items: Serving Line, Marker Board, Chalkboards

MDF/IDF Room

The number of rooms varies depending on the size of the school. They should be air-conditioned, without sprinkler heads, have a metal security door and wire-windows, and the rack should be grounded.

Specialty Items: Finishes (Overall condition of the walls, ceiling, floor, and casework), Ventilation and Cooling

Mechanical/Service Rooms

Mechanical/Service Rooms are typically unoccupied spaces and are to be described in a single record rating all of its finishes. These spaces can only be grouped by floor level.

Specialty Items: Air Handling/ Mechanical Room, Air Intake Plenums, Air Tunnel, Auditorium Plenum, Boiler Room, Coal Room, Crawl Space-Unfinished, Interior Stairs, Janitor's Closet, Loading Docks, Mechanical/Service Rooms, Storage Room, Vaults

Pool & Natatorium

A Natatorium typically includes an interior pool with seating area, pool equipment, teacher's office, and student locker rooms. The walls, floor, and ceiling should be constructed of impervious materials. The lighting and electrical components should be vapor-proof, the doors should be aluminum or other non-corrosive materials and the exhaust system should have 100% exhausts servicing only the pool area. The exhaust system should be comprised of stainless steel components.

Specialty Items: Accessories (include starting blocks and diving boards. If the pool has a lift, it should be noted in the accessories comment box), Bleachers Seating/Plank Seating, Pool Basin, Pool Deck, Pool Deck Drains

Prep Room

Prep rooms are located within Level 1 and/or Level 2 science labs. The prep room location should be the same as the science lab it serves.

Restrooms

Be very descriptive in locations; the pre-filled locations will almost never be adequate. The assessor shall enter the location in the "remarks" field. The location should include floor number and the nearest classroom number or major room such as "3rd floor near Classroom 302" or "1st floor next gym".

Adult Standard Student Restrooms are typically found in high schools or upper-grade areas of elementary schools and contain adult-sized fixtures.

Children's Standard Restrooms are typically found in lower-grade areas of elementary schools and contain child-sized fixtures.

Early Childhood Restrooms are typically found adjoining a dedicated Pre-K classroom and contain young child-sized fixtures.

Non-Student Restrooms (Female, Male, Unisex)

Guest Restrooms

Staff Restrooms are often single-stall unisex restrooms that contain adult-sized fixtures. Use this category to assess dedicated unisex restrooms as well as staff restrooms.

Specialty Items: Water Closet, Urinals, Showers, Partitions, Lockers, Lavatory, Hand Dryer, Floor Drain, Benches, Accessories

INTERIOR

Common interior spaces such as corridors and stairways, as well as interior elements that are not related to a specific room such as vertical conveyance. In the assessment tool, interior spaces are grouped into the following categories, each with associated subcategories and specialty items (as required):

Corridors

Safety and Security

Specialty Items: Security Cameras, Camera Viewing Station, Metal Detector

Stairs

Staircases (towers) must be separated by location. The location of the staircase must be identified in relation to the building such as "stairs at the northeast corner".

Specialty Items: Stairs, Handrails

Vertical Conveyance

Elevators Incline stair lifts shall not be assessed as these are to be removed from every school where found (please notify CPS if this condition is found).

Escalator

Wheelchair Lift (in places other than Auditorium/Theaters)

Specialty Items: Elevators, Escalator, Wheelchair Lift

INTERIOR ITEMS AND RANKINGS

To enhance reporting and planning analysis, each item assessed must be assigned a “Reason” (used to further describe the observed condition) and a “Priority Replacement” (used to define the recommended time period for full replacement). These are applied manually by the assessor (within the FACTs tool), below are the possible selections for each category:

REASON

Life/Health/Safety	This priority describes a condition that needs to be repaired/replaced immediately in order to return a facility to safe operation.
Failing/Damaged	Refers to items that have failed (or are failing), or items for which the observed damage is significant and likely to compromise performance.
Obsolete	Refers to items no longer manufactured for which replacement parts have become difficult to obtain.
Beyond Service Life	Includes items that are operational, however, are considered for replacement because they have reached the end of their service life.
Normal/Within Life Cycle	Refers to items that are within the normal maintenance and general upkeep of the facility.

Note: The “Reason” for ranks 6 and 7 will default to “Normal/Within Life Cycle”, however, the assessor will still have the ability to modify the default entry (as required).

PRIORITY REPLACEMENT

0 – 1 Years	Full replacement recommended within 1 year (0 – 12 Months)
1 – 2 Years	Full replacement recommended within 1 -2 years (13 – 24 Months)
3 – 5 Years	Full replacement recommended within 3 - 5 years (25 – 60 Months)
6 – 10 Years	Full replacement recommended within 6 - 10 years (61 – 120 Months)
10 + Years	Full replacement recommended beyond 10 years (> 120 Months)

Assessors are encouraged to fill in the “Remarks” field to further describe the condition, operation, location or any other information that is described in the **Notes** section (of each item).

Any item ranked 4 or below requires a separate photograph of the observed deficient condition. Assessors will need to “identify/tag” each of these photos before the assessment is submitted for review. Appropriate photo “tagging” will allow each reviewer the ability to sort/group photos as needed to facilitate the overall QA/QC process. See Process and Procedure training for additional guidance.

AC Units

Item Type		EA
Notes	This item is also defined in the Engineering Assessment Manual. The interior assessors must communicate with the exterior assessors on the condition and whether the units are supported from the outside per CPS standards	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repairs needed / replace refrigerant	
Rank 4	The unit is not working	
Rank 3	N/A	
Rank 2	N/A	

Accessories

Item Type		SF
Notes	Includes built-in or mounted elements such as mirrors, trash receptacle, tissue dispensers, etc. At pools accessories include starting blocks and diving boards.	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Some of the elements are damages and only selective replacement is required	
Rank 4	Elements are old and damaged. Full replacement is required	
Rank 3	N/A	
Rank 2	N/A	

Balcony Seating

Item Type		EA
Notes	Assumes fixed seating only.	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Chipped/peeling paint, torn fabric. Refurbish, Reupholster.	
Rank 4	Broken seats, damaged hinges. Remove & replace	
Rank 3	N/A	
Rank 2	N/A	

Benches

Item Type		LF
Notes	[Measuring Instruction: Horizontal length of benches (independent of depth and height).]	
Rank 7	In good condition, no work needed	
Rank 6	Clean/Refinish	
Rank 5	Repairs	
Rank 4	Completely damaged. Replacement is required	
Rank 3	N/A	
Rank 2	N/A	

Benches, Pedestal Mounted

Item Type		LF
Notes	[Measuring Instruction: Horizontal length of benches (independent of depth and height).]	
Rank 7	In good condition, no work needed	
Rank 6	Clean/Refinish	
Rank 5	Repairs	
Rank 4	Completely damaged. Replacement is required	
Rank 3	N/A	
Rank 2	N/A	

Bleacher Seating

Item Type		EA
Notes	Assumes fixed seating only (in Gymnasiums or Pool spaces)	
Rank 7	In good condition, no work needed	
Rank 6	Clean/Refinish	
Rank 5	Extensive Repair	
Rank 4	Remove & replace bleacher seating, assumes entire set replaced	
Rank 3	N/A	
Rank 2	N/A	

Casework

Item Type		LF
Notes	Any built-in shelving or cabinets. [Measuring Instruction: Horizontal length of casework (independent of height or finish).]	
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/refinish	
Rank 5	Replace counter only	
Rank 4	Remove & Replace base cabinet & counter	
Rank 3	N/A	
Rank 2	N/A	

Ceiling

Item Type	Exposed	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean & Touch up paint	
Rank 5	Paint 100%	
Rank 4	Signs of water damage, extensive peeling paint	
Rank 3	Active Leak	
Rank 2	N/A	
Item Type	Lay-in Splined Splined (Moisture Resistant)	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean & Touch up paint	
Rank 5	Replace tile only	
Rank 4	Damaged tiles and grid (water damage, missing tiles).	
Rank 3	Active leak	
Rank 2	N/A	
Item Type	Plaster/Drywall	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Patch and paint	
Rank 5	Minor water damage, small cracks, and spalls.	
Rank 4	Extensive water damage, large cracks or spalls.	
Rank 3	Active leak	
Rank 2	N/A	

Chalkboard

Item Type		LF
Notes	[Measuring Instruction: Horizontal length of chalk board (independent of height).]	
Rank 4	Remove & Replace with marker board	

Culinary Kitchen Equipment

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean and reuse	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Doors

Item Type	Side-Lite	SF/EA
Notes	All interior side-lite quantities are measured in SF. Only exterior door side-lite locations are measured as EA.	
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair	
Rank 5	Non-rated glazing	
Rank 4	Broken side-lite. Replacement is required	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Hardware	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Maintenance required	
Rank 5	N/A	
Rank 4	Full Replacement, single	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Store Front	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair	
Rank 5	Replace frame (reinstall door, per leaf)	
Rank 4	Replace door, frame (per leaf)	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Transom Windows	SF/EA
Notes	All interior transom window quantities are measured in SF. Only exterior door transom window locations are measured as EA	
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair	
Rank 5	Glazing replacement	
Rank 4	Replace transom	
Rank 3	N/A	
Rank 2	N/A	

Doors (Continued)		
Item Type	Steel Doors Wood Doors	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair	
Rank 5	Replace frame (reinstall door, per leaf)	
Rank 4	Damaged beyond repair. Replace door, frame (per leaf)	
Rank 3	N/A	
Rank 2	N/A	

Drinking Fountains

Item Type	Double Fountain Double Water Cooler Single Fountain Single Water Cooler Triple Fountain Triple Water Cooler	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair existing fixture	
Rank 4	New fixture w/rough-in	
Rank 3	N/A	
Rank 2	N/A	

Dust Collection System

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Eye Wash Station

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean and refurbish existing	
Rank 5	Replace the existing fixture; connect to existing pipe	
Rank 4	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 3	N/A	
Rank 2	N/A	

Finishes (Green House)

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Patch and repair (paint)	
Rank 4	Complete finish upgrade	
Rank 3	N/A	
Rank 2	N/A	

Floor

Item Type	Asphalt Tile Ceramic/ Porcelain Weight/Fitness Floor Matting Tile Quarry Rubber Floor Tile Wood Terrazzo	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean, resend	
Rank 5	Selective replacement/repair (sand & refinish wood floor)	
Rank 4	Remove and replace	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Carpet	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean	
Rank 5	Selective replacement/repair	
Rank 4	Carpet is torn and stains and water damage throughout. Remove & Replace w/ carpet tile	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Concrete Concrete Epoxy/ Painted	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Visible cracks & deterioration	
Rank 4	Refinish w/ epoxy coating or concrete sealer	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Epoxy/Painted	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Refinish w/ epoxy painting	
Rank 3	N/A	
Rank 2	N/A	

Floor (Continued)		
Item Type	Sport Flooring	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Clean & restripe	
Rank 4	Remove & replace athletic sports flooring including restriping	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Tile/Sheet	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Reseal	
Rank 4	Remove and replace	
Rank 3	N/A	
Rank 2	N/A	

Floor Drain

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Complete finish upgrade	
Rank 3	N/A	
Rank 2	N/A	

Fume Hood

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Clean/refurbish existing (replace EF)	
Rank 4	New fume hood	
Rank 3	N/A	
Rank 2	N/A	

Gas Line

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Tag pipe and valves	
Rank 5	Minor repairs, provide additional clamps	
Rank 4	Replace/provide 100 lf of 2" gas line	
Rank 3	N/A	
Rank 2	N/A	

Glazing (Green House)

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Replacement, glazing & framing	
Rank 3	N/A	
Rank 2	N/A	

Hand Dryer

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair and reinstall	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Handrails

Item Type		LF
Notes	[Measuring Instruction: The diagonal linear length of stairs (slope) for each individual handrail.]	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Re-securing & Repainting	
Rank 4	Complete Replacement w/ steel	
Rank 3	N/A	
Rank 2	N/A	

Instructional Surface

Item Type		LF
Notes	[Measuring Instruction: Horizontal length of instructional surface where instructor stands (independent of depth and height).]	
Rank 7	In good condition, no work needed	
Rank 6	Minor repairs as needed	
Rank 5	N/A	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Instrument Storage Casework

Item Type		LF
Notes	[Measuring Instruction: Horizontal length of casework (independent of height or finish).]	
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair	
Rank 5	N/A	
Rank 4	Remove & Replace instrument cabinet	
Rank 3	N/A	
Rank 2	N/A	

Kiln

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Repair/replace existing exhaust	
Rank 5	Refurbish (missing exhaust/hood and or local disconnect switch)	
Rank 4	Replace (kiln, exhaust & attached electric)	
Rank 3	N/A	
Rank 2	N/A	

Lavatory

Item Type		EA
Notes	Includes faucet, supply and drain lines	
Rank 7	In good condition, no work needed	
Rank 6	Clean	
Rank 5	Replace faucet only	
Rank 4	Complete finish upgrade	
Rank 3	N/A	
Rank 2	N/A	

Lighting

Item Type	Chandelier, Incandescent Lay-in Metal Halide/ High-Pressure Sodium Metal Halide/ Sodium Vapor Pendant/Surface Wall Mounted	EA
Notes	T12 fixtures cannot receive a ranking higher than 4	
Rank 7	In good condition, no work needed	
Rank 6	Re-lamp fixture	
Rank 5	Refurbish light fixture assembly	
Rank 4	New fixtures replacement	
Rank 3	N/A	
Rank 2	N/A	

Main Floor Seating

Item Type		EA
Notes	Assumes fixed seating only.	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Chipped/peeling, torn fabric. Refurbish/reupholster	
Rank 4	Remove & replace auditorium seat	
Rank 3	N/A	
Rank 2	N/A	

Marker Board

Item Type		LF
Notes	[Measuring Instruction: Horizontal length of marker board (independent of height or finish).]	
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair	
Rank 5	N/A	
Rank 4	Remove & Replace	
Rank 3	N/A	
Rank 2	N/A	

Mechanical (Greenhouse)

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Perform minor repairs; clean heaters; adjust controls	
Rank 5	Replace existing heaters/fan motor	
Rank 4	Provide new heaters, ventilation, and controls	
Rank 3	N/A	
Rank 2	N/A	

Mechanical/Service Room

Item Type	Air Intake Plenums Air Tunnel Auditorium Plenums Boiler Room Coal Room Crawl Space- Unfinished Interior Stairs Janitor's Closet Loading Docks Mechanical/Service Rooms Storage Room Vaults	SF
Notes	Use the "Remarks" field to note the presence of "seepage" or "storage in the plenum."	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair and paint	
Rank 4	Complete finish upgrade	
Rank 3	N/A	
Rank 2	N/A	

Paint Booth

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Partitions

Item Type		EA
Notes	Typically located in restrooms and locker rooms.	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair and paint	
Rank 4	Remove and replace toilet partition	
Rank 3	N/A	
Rank 2	N/A	

Plumbing (Greenhouse)

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repairs, rod out to manhole	
Rank 5	Replace existing hose bibs and drains	
Rank 4	Provide new water, waste, and vent piping (new hose bibs & drains)	
Rank 3	N/A	
Rank 2	N/A	

Pool Basin

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean	
Rank 5	Patch and repair	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Pool Deck

Item Type		SF
Notes	Note material in "remarks" field if not tile.	
Rank 7	In good condition, no work needed	
Rank 6	Clean	
Rank 5	Patch and repair	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Pool Deck Drains

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Replace existing fixture; connect to existing pipe	
Rank 4	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 3	N/A	
Rank 2	N/A	

Power Distribution

Item Type		EA
Notes	Provide the total quantity of power outlets. Do not rank or quantify if extension cords are in use, however, use the "remarks" field to indicate that extensions cords are present.	
Rank 7	In good condition, no work needed	
Rank 6	Minor repairs (panels & outlets)	
Rank 5	Panels are non-code compliant	
Rank 4	Outlets, wiring, panel board need replace/upgrade	
Rank 3	N/A	
Rank 2	N/A	

Risers

Item Type		LF
Notes	Assumes built in risers and not movable furniture. [Measuring Instruction: Linear feet of nosing for every tread.]	
Rank 7	In good condition, no work needed	
Rank 6	Clean & reseal	
Rank 5	Select repair (finish or repair treads)	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Rubber Covered Stairs

Item Type		LF
Notes	[Measuring Instruction: Linear feet of nosing for every tread.]	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Patch finish or repair treads	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Science Lab Elements

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Replace the existing fixture; connect to existing pipe	
Rank 4	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 3	N/A	
Rank 2	N/A	

Science Lab Shower

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Replace the existing fixture; connect to existing pipe	
Rank 4	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 3	N/A	
Rank 2	N/A	

Scoreboards

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Security Equipment

Item Type	Camera Viewing Station	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Security Cameras	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair camera as needed	
Rank 4	Replace camera, and accessories	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Metal Detector	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Serving Line

Item Type		LF
Notes	[Measuring Instruction: Horizontal length of serving line (i.e. length of tray slide).]	
Rank 7	In good condition, no work needed	
Rank 6	Clean and reuse	
Rank 5	Repair	
Rank 4	Replacement	
Rank 3	N/A	
Rank 2	N/A	

Showers

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Replace the existing fixture; connect to existing pipe	
Rank 4	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 3	N/A	
Rank 2	N/A	

Sound Panels

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair	
Rank 4	Replacement	
Rank 3	N/A	
Rank 2	N/A	

Sound System

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair system (replace some components as needed)	
Rank 4	Replace sound system	
Rank 3	N/A	
Rank 2	N/A	

Spring Floor System

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Patch and repair	
Rank 4	Remove & Replace	
Rank 3	N/A	
Rank 2	N/A	

Stage

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean & reseal/repair	
Rank 5	Selective replacement (sand refinish wood floor)	
Rank 4	Severe damage, full replacement is required	
Rank 3	N/A	
Rank 2	N/A	

Stage Curtain

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Select damage and stains, remove for cleaning and re-install	
Rank 4	Torn and severely damaged, full replacement is required	
Rank 3	N/A	
Rank 2	N/A	

Stage Lift

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replacement	
Rank 3	N/A	
Rank 2	N/A	

Stage Lighting System

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Re-lamp fixtures as needed, some repairs at the system	
Rank 4	Light fixtures and controls require full replacement	
Rank 3	N/A	
Rank 2	N/A	

Stage-Stairs

Item Type	Asphalt Terrazzo Tile Wood	LF
Notes	[Measuring Instruction: Linear feet of nosing for every tread.]	
Rank 7	In good condition, no work needed	
Rank 6	Clean & reseal	
Rank 5	N/A	
Rank 4	Replace finish	
Rank 3	N/A	
Rank 2	N/A	

Stairs

Item Type	Asphalt Terrazzo Tile Wood Concrete Rubber	LF
Notes	[Measuring Instruction: Linear feet of nosing for every tread.]	
Rank 7	In good condition, no work needed	
Rank 6	Clean & reseal	
Rank 5	Select repair (finish or repair treads)	
Rank 4	Remove & replace finish treads	
Rank 3	N/A	
Rank 2	N/A	

Storage/Closet

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair and paint	
Rank 4	Complete finish upgrade	
Rank 3	N/A	
Rank 2	N/A	

Student Lockers

Item Type	One-Tier Two-Tier Three-Tier	EA
Notes	Classroom lockers are quantified and ranked under each classroom. Lockers are also found and must be quantified in Corridor, Locker/Shower Room, Restroom, Gymnasia, Library, Lunch & Multipurpose Room, Pool & Natatorium, Prep Room, and corridor. Two-tier and three-tier lockers are counted individually. Sports lockers are considered in the locker room ranking.	
Rank 7	In good condition, no work needed	
Rank 6	Clean & paint	
Rank 5	Selective replacement (door or hardware)	
Rank 4	Remove & replace lockers (per door). Severely damaged, severely dented, rusted and otherwise inoperable.	
Rank 3	N/A	
Rank 2	N/A	

Urinals

Item Type		EA
Notes	Includes flush valve	
Rank 7	In good condition, no work needed	
Rank 6	Refurbish existing/ replace flush valve cartridge	
Rank 5	Replace the existing fixture; connect to existing pipe	
Rank 4	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 3	N/A	
Rank 2	N/A	

Ventilation and Cooling (MDF/IDF Room)

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Repair existing fan coil and/or compressor; refrigerant	
Rank 4	Provide a new system to replace existing	
Rank 3	N/A	
Rank 2	N/A	

Vertical Conveyance

Item Type	Elevator- Machine Roomless Elevator- Roped Holeless Hydraulic Elevator- Traction Freight Elevator Hydraulic Elevator Lula	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Finish upgrade in the cab	
Rank 5	Refurbish equipment & cab, assumes. no opening modifications	
Rank 4	Remove and replace elevator cab & equipment	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Escalator Wheelchair- Chair Lift Wheelchair- Platform Lift	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Wall Mirrors

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Broken/damaged. Remove & Replace wall mirror	
Rank 3	N/A	
Rank 2	N/A	

Walls

Item Type	Tile Ceramic/Porcelain Tile Structural Glazed Tile Sound Panel	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Hairline mortar cracks	
Rank 5	Spalled and cracked tiles	
Rank 4	Displaced loose/missing tiles	
Rank 3	N/A	
Rank 2	N/A	

Walls (Continued)		
Item Type	Concrete Blocks	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Mortar cracks	
Rank 5	Spalled and cracked CMU	
Rank 4	Displaced loose or missing CMU	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Masonry	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Mortar cracks	
Rank 5	Spalled and cracked masonry	
Rank 4	Displaced loose or missing masonry	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Metal Panels	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Peeling paint	
Rank 5	Corrosion	
Rank 4	Section loss or displacement of the panel	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Plaster/Drywall	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Patch and paint	
Rank 5	Minor water damage, small cracks and spells.	
Rank 4	Extensive water damage, large cracks and spells.	
Rank 3	N/A	
Rank 2	N/A	

Water Closet

Water Closet		
Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Refurbish flush valve	
Rank 5	N/A	
Rank 4	Replace the existing fixture; connect to existing pipe	
Rank 3	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 2	N/A	

Welding Booths

Item Type		EA
Notes	Per booth including ventilation	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish/replace fan	
Rank 4	Replace all	
Rank 3	N/A	
Rank 2	N/A	

Wireless Access Point

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Replace Access points	
Rank 4	Replace Access points and wiring	
Rank 3	N/A	
Rank 2	N/A	

Wood Shop Equipment

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Refurbish	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	

Work Sink

Item Type		EA
Notes	Units are per each faucet. Faucet, supply lines, and drain included in the ranking.	
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Replace the existing fixture; connect to existing pipe	
Rank 4	Replace existing fixture w/new; provide new pipe and rough-in	
Rank 3	N/A	
Rank 2	N/A	

EXTERIOR ENVELOPE

The Exterior Envelope is grouped into the following categories, each with associated subcategories (if applicable):

CELLULAR EQUIPMENT

ENTRANCE

- Entrance Control
- Exterior Doors

EXTERIOR STAIRS

- Exterior Ramps
- Exterior Stairs
- Power Door Operator Control
- Ramp Handrail
- Stair Handrail

FIRE ESCAPE

FOUNDATION AND SUPERSTRUCTURE

- Foundation
- Superstructure

LIGHTING

ROOF SYSTEM

- Access Ladder
- Chimney
- Coping
- Downspouts
- Parapets
- Roof
- Roof Hatch
- Roof Structure

WALL SYSTEM

- Canopy
- Cheek-Wall
- Cornice
- Exterior Walls

WINDOWS

- Clerestory
- Curtain Wall
- Guards
- Lintels
- Skylite
- Storefront Windows
- Windows

EXTERIOR ENVELOPE ITEMS AND RANKINGS

To enhance reporting and planning analysis, each item assessed must be assigned a “Reason” (used to further describe the observed condition) and a “Priority Replacement” (used to define the recommended time period for full replacement). These are applied manually by the assessor (within the FACTs tool), below are the possible selections for each category:

REASON

Life/Health/Safety	This priority describes a condition that needs to be repaired/replaced immediately in order to return a facility to safe operation.
Failing/Damaged	Refers to items that have failed (or are failing), or items for which the observed damage is significant and likely to compromise performance.
Obsolete	Refers to items no longer manufactured for which replacement parts have become difficult to obtain.
Beyond Service Life	Includes items that are operational, however, are considered for replacement because they have reached the end of their service life.
Normal/Within Life Cycle	Refers to items that are within the normal maintenance and general upkeep of the facility.

Note: The “Reason” for ranks 6 and 7 will default to “Normal/Within Life Cycle”, however, the assessor will still have the ability to modify the default entry (as required).

PRIORITY REPLACEMENT

0 – 1 Years	Full replacement recommended within 1 year (0 – 12 Months)
1 – 2 Years	Full replacement recommended within 1 -2 years (13 – 24 Months)
3 – 5 Years	Full replacement recommended within 3 - 5 years (25 – 60 Months)
6 – 10 Years	Full replacement recommended within 6 - 10 years (61 – 120 Months)
10 + Years	Full replacement recommended beyond 10 years (> 120 Months)

Assessors are encouraged to fill in the “Remarks” field to further describe the condition, operation, location or any other information that is described in the **Notes** section (of each item).

Any item ranked 4 or below requires a separate photograph of the observed deficient condition. Assessors will need to “identify/tag” each of these photos before the assessment is submitted for review. Appropriate photo “tagging” will allow each reviewer the ability to sort/group photos as needed to facilitate the overall QA/QC process. See Process and Procedure training for additional guidance.

CELLULAR EQUIPMENT

Cellular Equipment

Item Type	Antenna Generator Cabinets	EA
Notes	Inventory item	
Rank 7	Item exists	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	N/A	
Rank 3	N/A	
Rank 2	N/A	

ENTRANCE

Entrance Control

Item Type	Audio Audio and Video	EA
Rank 7	In good condition, no work needed	
Rank 6	Minor repairs to existing	
Rank 5	Major upgrades to existing	
Rank 4	Replace intercom and wire	
Rank 3	N/A	
Rank 2	N/A	

Exterior Doors

Item Type	Exterior AMP Door Exterior FRP Door Exterior Stainless Steel Door Exterior Steel Door Exterior Wood Door Store Front Door	EA
Notes	The frame and hardware condition is to be reviewed as part of the ranking of the door. The absence of guards shall not result in a lower ranking unless evidence of habitual vandalism is presented.	
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/Paint	
Rank 5	Replace AL frame, & hardware, reinstall door, per leaf	
Rank 4	Replace door, AL frame, & hardware, per leaf	
Rank 3	N/A	
Rank 2	N/A	

Exterior Doors (Continued)		
Item Type	Side Lite	EA
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/Paint	
Rank 5	Non-rated glazing replacement	
Rank 4	Replace HM side lite	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Transom Lite	EA
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/Paint	
Rank 5	Glazing replacement	
Rank 4	Replace HM transom	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Overhead Rolling/ Garage Door	EA
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/Paint	
Rank 5	Replace hardware,	
Rank 4	Replace OH door & frame & hardware,	
Rank 3	N/A	
Rank 2	N/A	

EXTERIOR LIGHTING

Exterior Lighting

Item Type	Parapet or Roof Mounted	EA
Notes	Conduit wiring to fixtures shall be assessed as part of the overall ranking if exposed. Particularly assess the routing of the conduit along a parapet and whether it meets industry standards for expansion and anchoring.	
Rank 7	In good condition, no work needed	
Rank 6	Clean and re-lamp	
Rank 5	Refurbish light fixture assembly	
Rank 4	Replace fixture, junction box, and connection	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Wall Mounted	EA
Notes	Conduit wiring to fixtures shall be assessed as part of the overall ranking if exposed.	
Rank 7	In good condition, no work needed	
Rank 6	Clean and re-lamp	
Rank 5	Repair as needed, new lamp	
Rank 4	Replace fixture, and connection	
Rank 3	N/A	
Rank 2	N/A	

EXTERIOR STAIRS

Exterior Ramp

Item Type	Concrete Steel or Aluminum Wood Ramp	LF
Notes	A tripping hazard does not pose a life safety hazard but shall require the maintenance box to be selected. [Measuring Instruction: Horizontal linear length of landings and diagonal linear length of ramps (slope).]	
Rank 7	In good condition, no work needed	
Rank 6	Cleaning, Refinish, Paint	
Rank 5	Extensive repair	
Rank 4	Demo existing, Replace w/ concrete including foundations & railings, no stone/brick	
Rank 3	N/A	
Rank 2	N/A	

Exterior Stairs

Item Type	Concrete Stone	LF
Notes	A tripping hazard does not pose a life safety hazard but shall be noted in the "Remarks" field. List linear feet of nosing; i.e. 4 stairs 6' wide should be listed as 24' [Measuring Instruction: Linear feet of nosing for every tread.]	
Rank 7	In good condition, no work needed	
Rank 6	Deteriorated sealant or open joints.	
Rank 5	Spalled or cracked stone, spalled or cracked concrete	
Rank 4	Distress and displacement of treads. Replace concrete stair tread/riser	
Rank 3	Treads and/or risers are unstable and/or missing	
Rank 2	N/A	
Item Type	Steel or Aluminum Wood	LF
Notes	List linear feet of nosing; i.e. 4 stairs 6' wide should be listed as 24' [Measuring Instruction: Linear feet of nosing for every tread.]	
Rank 7	In good condition, no work needed	
Rank 6	Clean	
Rank 5	Clean/paint/refinish	
Rank 4	Distress and displacement of treads. Replace wood stair tread/riser	
Rank 3	Treads and/or risers are unstable and/or missing	
Rank 2	N/A	

Power Door Operator Controls

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Complete replacement of door operator	
Rank 3	N/A	
Rank 2	N/A	

Ramp Handrail

Item Type	Wood Ramp Handrail Steel Ramp Handrail	LF
Notes	[Measuring Instruction: The diagonal linear length of stairs (slope) for each individual handrail.]	
Rank 7	In good condition, no work needed	
Rank 6	Repainting	
Rank 5	Re-securing & Repainting	
Rank 4	Complete Replacement w/ steel	
Rank 3	N/A	
Rank 2	N/A	

Stair Handrail

Item Type	Wood Stair Handrail Steel Stair Handrail	LF
Notes	[Measuring Instruction: The diagonal linear length of stairs (slope) for each individual handrail.]	
Rank 7	In good condition, no work needed	
Rank 6	Repainting	
Rank 5	Re-securing & Repainting	
Rank 4	Deteriorated and damaged. Complete Replacement	
Rank 3	Handrail or guardrail is unstable, broken and/or missing	
Rank 2	N/A	

FIRE ESCAPE

Escape Windows

Item Type		EA
Notes	The absence of window guards does not constitute a lower ranking for windows. Casement includes awning and hopper style windows, while sash catalogs both single and double hung windows.	
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Replacement with punch windows, AL double-pane	
Rank 3	Inoperable – windows are falling out of the frames, secured closed, or otherwise inoperable.	
Rank 2	N/A	

Exterior Doors

Item Type	Exterior AMP Door Exterior FRP Door Exterior Stainless Steel Door Exterior Steel Door Exterior Wood Door	EA
Notes	The frame and hardware condition is to be reviewed as part of the ranking of the door. The absence of guards shall not result in a lower ranking unless evidence of habitual vandalism is presented.	
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/Paint	
Rank 5	Replace AL frame, & hardware, reinstall door, per leaf	
Rank 4	Replace door, AL frame, & hardware, per leaf	
Rank 3	N/A	
Rank 2	N/A	

Exterior Doors (Continued)		
Item Type	Side Lite	EA
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/Paint	
Rank 5	Non-rated glazing replacement	
Rank 4	Replace HM side lite	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Transom Lite	EA
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair/Paint	
Rank 5	Glazing replacement	
Rank 4	Replace HM transom	
Rank 3	N/A	
Rank 2	N/A	

Fire Escape

Item Type		LF
Notes	If chained-locked it is a life safety and must be reported to CPS immediately (See life safety procedures for more details). Condition assessment does require inspections at several points along the entire stairs and landings. Where select areas are significantly different in condition separate locations can be assessed and ranked accordingly. [Measuring Instruction: Horizontal linear length of landings and diagonal linear length of stairs (slope).]	
Rank 7	In good condition, no work needed	
Rank 6	Minor corrosion	
Rank 5	Significant corrosion, members with section loss, spalls and cracks at anchor points	
Rank 4	Missing elements including treads and bars, inoperable swing arm	
Rank 3	N/A	
Rank 2	N/A	

Paint

Item Type	Fire escape paint	LF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Fair condition	
Rank 4	N/A	
Rank 3	Poor condition	
Rank 2	N/A	

Swing Stairs

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	Fair condition	
Rank 4	N/A	
Rank 3	Poor condition	
Rank 2	N/A	

FOUNDATION AND SUPERSTRUCTURE

Foundation

Item Type	Concrete Masonry	LF
Notes	Visual inspection may require access to crawl space or tunnels to rank appropriately. Please note that any rank below a 7 means that the assessor believes the foundation needs structural repairs. Use the "Remarks" field to note the presence of "seepage" or "storage in the plenum." Foundation problems typically downgrade the interior finish ranking of the mechanical areas and not the foundation itself unless the structural integrity of the building is jeopardized. [Measuring Instruction: Perimeter length of the building.]	
Rank 7	In good condition, no work needed	
Rank 6	Spalled concrete, mortar cracks at masonry	
Rank 5	Spalled concrete with exposed reinforcement, cracked concrete, spalled or cracked masonry	
Rank 4	Settlement or displacement of the foundation wall, System is failing. In this case, it is a life safety and must be reported immediately.	
Rank 3	N/A	
Rank 2	N/A	

Superstructure

Item Type	Concrete Heavy Timber Metal Deck/ Concrete Topping Slab on Grade Steel Steel with Clay Tile Arch	SF
Notes	Can be assessed to the degree to which these elements are visible and/ or based upon visual inspections of the elements supported by the structure. The absence of evidence of deterioration is sufficient to provide a stable 7 ranking. Any rank below a 7 is significant and means that the assessor believes structural repairs are needed. In one-story structures, this quantity equals the roof and foundation quantity. Note the presence of "exposed steel bar joists" or "exposed steel" in the "Remarks" column.	
Rank 7	In good condition, no work needed	
Rank 6	Spalled concrete, minors checks and splits at wood members, corrosion at steel members, deteriorated mortar at clay tile arches	
Rank 5	Spalled concrete with exposed reinforcement, cracked concrete, large checks and splits at wood members, rotted wood members, significant corrosion and section loss at steel members, spalled and cracked clay tile arches	
Rank 4	Deflected and buckled superstructure. In this case, it is a life safety and must be reported immediately.	
Rank 3	N/A	
Rank 2	N/A	

ROOF SYSTEM

Access Ladder

Item Type	Wood Metal	EA
Notes	Use the comment section to note if the access ladder is partially or fully obstructed (for example, existing ductwork interferes with access to roof/hatch).	
Rank 7	Properly secured and in good condition.	
Rank 6	N/	
Rank 5	Functionally obsolete - The ladder is functional, however, it is old and the design is outdated.	
Rank 4	Unsafe condition. The ladder is not properly secured and/or the physical ladder (or rungs) is broken or bent.	

Rank 3	Unused/Inactive
Rank 2	N/A

Chimney

Item Type	Brick Chimney- Concrete/ Mortar Liner Brick Chimney- Stainless Steel Liner	LF
Notes	Evaluate exterior for structural cracking. An inactive, capped chimney (i.e. for an incinerator) should be noted in the comment box. Check interior at the base of the chimney for debris to determine the condition of interior liner. Each chimney stack needs to have a separate entry; differentiate by location. Generally speaking, a chimney will have two or more distinct ranks, as conditions at the top of the chimney are almost always worse than conditions at the base of the chimney. An active chimney cannot be ranked a 7 unless it has a Stainless Steel Liner. [Measuring Instruction: Vertical height of chimney.]	
Rank 7	In good condition, no work needed	
Rank 6	Deteriorated mortar, no liner work	
Rank 5	Open joints, spalled and cracked masonry	
Rank 4	Displaced masonry	
Rank 3	Displaced masonry and major cracks	
Rank 2	Chimney leans or is otherwise unstable.	
Item Type	Metal Flue	LF
Notes	[Measuring Instruction: Vertical height of chimney.]	
Rank 7	In good condition, no work needed	
Rank 6	scrape, paint & Clean	
Rank 5	Major repairs	
Rank 4	Replace existing liner with new SS liner	
Rank 3	N/A	
Rank 2	N/A	

Coping

Item Type	Clay Tile	LF
Notes	If the associated parapet is ranked to rebuild, the corresponding coping should carry the same ranking. Poor caulking or grouting alone constitutes maintenance even if it is allowing water infiltration. [Measuring Instruction: Perimeter horizontal length of the roof. Commonly equal to length of parapets, when present.]	
Rank 7	In good condition, no work needed	
Rank 6	Deteriorated mortar or sealant	
Rank 5	Spalled or cracked coping	
Rank 4	Displaced or loose coping	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Metal	LF
Notes	If the associated parapet is ranked to rebuild, the corresponding coping should carry the same ranking. Poor caulking or grouting alone constitutes maintenance even if it is allowing water infiltration. [Measuring Instruction: Perimeter horizontal length of the roof. Commonly equal to length of parapets, when present.]	
Rank 7	In good condition, no work needed	
Rank 6	Deteriorated sealant	
Rank 5	Corroded or bent coping	
Rank 4	Displaced or loose coping	
Rank 3	N/A	
Rank 2	N/A	

Coping (Continued)		
Item Type	Stone Terra Cotta	LF
Notes	If the associated parapet is ranked to rebuild, the corresponding coping should carry the same ranking. Poor caulking or grouting alone constitutes maintenance even if it is allowing water infiltration. [Measuring Instruction: Perimeter horizontal length of the roof. Commonly equal to length of parapets, when present.]	
Rank 7	In good condition, no work needed	
Rank 6	Deteriorated mortar or sealant	
Rank 5	Spalled or cracked coping	
Rank 4	Displaced or loose coping	
Rank 3	N/A	
Rank 2	N/A	

Downspouts

Exterior Downspouts		
Item Type	Exterior Downspouts	LF
Notes	Also, assess the connection of the sewer line at the ground level. [Measuring Instruction: Vertical height of downspout.]	
Rank 7	In good condition, no work needed	
Rank 6	Cleaning/Remove Debris	
Rank 5	Selective Replacement 25%	
Rank 4	Replacement	
Rank 3	N/A	
Rank 2	N/A	
Interior Downspouts		
Item Type	Interior Downspouts	LF
Notes	Interior downspouts shall be assessed even if not exposed throughout its run. Observe chase conditions and exposed sections in the attic and basement levels. [Measuring Instruction: Vertical height of downspout.]	
Rank 7	In good condition, no work needed	
Rank 6	Cleaning/Remove Debris	
Rank 5	Selective Replacement & Access/finishes 25%	
Rank 4	Replace & Access/Finishes	
Rank 3	N/A	
Rank 2	N/A	

Parapets

Parapets		
Item Type	16" - 30" Height Parapet < 16" Height Parapet > 30"	LF
Notes	If the associated parapet is ranked to rebuild, the corresponding coping should carry the same ranking. For parapets that are larger than 30", include the supporting structures on taller parapets as part of the assessment. Poor caulking or grouting alone constitutes maintenance even if it is allowing water infiltration (however, this should be noted in the "remarks" field). [Measuring Instruction: Horizontal length of the parapet for total run at building perimeter and any central portions at demising walls.]	
Rank 7	In good condition, no work needed	
Rank 6	Deteriorated mortar	
Rank 5	Spalled and cracked masonry, open joints at masonry	
Rank 4	Displaced masonry or bowed parapet	
Rank 3	N/A	
Rank 2	N/A	

Roof

Item Type	Asphalt Gravel Ballast Asphalt Shingle EPDM/ Synthetic Rubber Metal Modified Bitumen PVC Membrane Slate Shingle Tile Shingle	SF
Notes	Note that slate roof singles can be flipped before replacement. If they have enough serviceable life to be flipped and the underlying copper flashing is intact then a replacement ranking is not appropriate.	
Rank 7	In good condition, no work needed	
Rank 6	Patch roof system, 10% of the roof area	
Rank 5	Patch roof system, 40% of the roof area	
Rank 4	Soft spots, failed membrane throughout, open seams, evidence of standing water in 33% and more of the roof area, "alligatoring", tearing, wet insulation, and signs of water damage. Replace roofing system to deck including flashings	
Rank 3	Multiple failures at field and flashing. Signs of water damage at the interior.	
Rank 2	Active leaks causing interior damage and disruption to the operation of the school facility	

Roof Hatch

Item Type	Wood Metal	EA
Notes	Use the comment section to note if the hatch hardware is missing or damaged (hinges, hold open, and handle).	
Rank 7	Hatch is lockable and weathertight.	
Rank 6	N/A	
Rank 5	The hatch covers the opening, however, it is not properly sealed or is misaligned.	
Rank 4	Hatch is too small. The least dimension is less than 16".	
Rank 3	Unused/Inactive (for example, the hatch is roofed-over or blocked)	
Rank 2	N/A	

Roof Structure

Item Type	Concrete Heavy Timber Steel / Metal Deck/ Concrete Topping Steel with Clay Tile Arch	SF
Notes	The following systems must be assessed from the attic or plenum space. Please note that any ranking of the structure below a 7 means that the assessor believes structural repairs are necessary. Even a rank of 6 can be significant. For sloped roofs, do not calculate volume; simply calculate the area. Note the presence of "exposed steel bar joists", "exposed steel," or "Dever steel on the roof" in the "Remarks" column.	
Rank 7	In good condition, no work needed	
Rank 6	Spalled concrete, minors checks and splits at wood members, corrosion at steel members, deteriorated mortar at clay tile arches	
Rank 5	Spalled concrete with exposed reinforcement, cracked concrete, large checks and splits at wood members, rotted wood members, significant corrosion and section loss at steel members, spalled and cracked clay tile arches	
Rank 4	Deflected and buckled superstructure. In this case, it is a life safety and must be reported immediately.	
Rank 3	N/A	
Rank 2	N/A	

WALL SYSTEM

Canopy

Item Type	Concrete/ Stucco Fabric Metal	SF
Notes	Note Location by Elevation. Calculate SF of projecting area.	
Rank 7	In good condition, no work needed	
Rank 6	Peeling paint or torn fabric	
Rank 5	Spalled concrete, corrosion at steel members	
Rank 4	Spalled concrete with exposed reinforcement, cracked concrete, significant corrosion and section loss at steel members	
Rank 3	Deflected and buckled superstructure. In this case, it is a life safety and must be reported immediately.	
Rank 2	N/A	

Cheek-Wall

Item Type	Concrete	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Spalled concrete	
Rank 5	Spalled concrete with exposed reinforcement, cracked concrete,	
Rank 4	Settlement or displacement of cheek-wall, System is failing. In this case, it is a life safety and must be reported immediately.	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Stone	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Deteriorated mortar	
Rank 5	Spalled and cracked stone	
Rank 4	Settlement or displacement of cheek-wall, System is failing. In this case, it is a life safety and must be reported immediately.	
Rank 3	N/A	
Rank 2	N/A	

Cornice

Item Type	Cast Stone Masonry Projecting Limestone Metal Projecting Terra Cotta Wood	LF
Notes	If there is evidence that the original cornice has been removed do not provide a rating for the cornice but instead assess the exposed masonry. Some have been replaced with a stucco band or simply have exposed common brick. [Measuring Instruction: Horizontal length of cornice.]	
Rank 7	In good condition, no work needed	
Rank 6	Peeling paint	
Rank 5	Open joints, spalled and cracked stone or terracotta	
Rank 4	Displaced or loose cornice element	
Rank 3	N/A	
Rank 2	N/A	

Exterior Walls

Item Type	Brick Concrete Block	SF
Notes	Calculate damaged areas and report both the stable and the deteriorated portions. Identify locations of damaged areas clearly in the "remarks" field. Clear notation of location is critical to understanding the resulting assessment of exterior walls.	
Rank 7	In good condition, no work needed	
Rank 6	Graffiti, dirty masonry and block	
Rank 5	Flushpointed masonry (where old mortar has not been removed, and the new mortar is applied over the deteriorated mortar), deteriorated sealant in control or expansion joints, deteriorated mortar	
Rank 4	Open joints, spalled and cracked masonry	
Rank 3	Displaced or buckled masonry	
Rank 2	N/A	
Item Type	Precast Panel Wall Hardie Board	SF
Notes	Calculate damaged areas and report both the stable and the deteriorated portions. Identify locations of damaged areas clearly in the "remarks" field. Clear notation of location is critical to understanding the resulting assessment of exterior walls.	
Rank 7	In good condition, no work needed	
Rank 6	Graffiti, dirty panels/boards	
Rank 5	Deteriorated sealant in control or expansion joints	
Rank 4	Spalled or cracked panels/boards	
Rank 3	Displaced or leaning panels/boards	
Rank 2	N/A	
Item Type	Prefabricated Metal Panel Wall	SF
Notes	Calculate damaged areas and report both the stable and the deteriorated portions. Identify locations of damaged areas clearly in the "remarks" field. Clear notation of location is critical to understanding the resulting assessment of exterior walls.	
Rank 7	In good condition, no work needed	
Rank 6	Graffiti	
Rank 5	Deteriorated sealant in control or expansion joints	
Rank 4	Displaced or leaning panel	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Stone-Cast Stone-Cut	SF
Notes	Calculate damaged areas and report both the stable and the deteriorated portions. Identify locations of damaged areas clearly in the "remarks" field. Clear notation of location is critical to understanding the resulting assessment of exterior walls.	
Rank 7	In good condition, no work needed	
Rank 6	Graffiti	
Rank 5	Deteriorated mortar, deteriorated sealant in control or expansion joints	
Rank 4	Spalled and cracked stone	
Rank 3	Displaced or loose stone	
Rank 2	N/A	

Exterior Wall (Continued)		
Item Type	Stucco	SF
Notes	Calculate damaged areas and report both the stable and the deteriorated portions. Identify locations of damaged areas clearly in the "remarks" field. Clear notation of location is critical to understanding the resulting assessment of exterior walls.	
Rank 7	In good condition, no work needed	
Rank 6	Graffiti	
Rank 5	Deteriorated sealant in control or expansion joints	
Rank 4	Spalled and cracked stucco	
Rank 3	Displaced or loose stucco	
Rank 2	N/A	
Item Type	Terra Cotta	SF
Notes	Calculate damaged areas and report both the stable and the deteriorated portions. Identify locations of damaged areas clearly in the "remarks" field. Clear notation of location is critical to understanding the resulting assessment of exterior walls.	
Rank 7	In good condition, no work needed	
Rank 6	Graffiti	
Rank 5	Deteriorated mortar, deteriorated sealant in control or expansion joints	
Rank 4	Spalled or cracked terracotta	
Rank 3	Displaced or loose terracotta	
Rank 2	N/A	
Item Type	Wood Siding Vinyl Siding	SF
Notes	Calculate damaged areas and report both the stable and the deteriorated portions. Identify locations of damaged areas clearly in the "remarks" field. Clear notation of location is critical to understanding the resulting assessment of exterior walls.	
Rank 7	In good condition, no work needed	
Rank 6	Graffiti	
Rank 5	Deteriorated sealant in control or expansion joints	
Rank 4	Cracked or damaged siding	
Rank 3	Displaced or loose wood siding	
Rank 2	N/A	

WINDOWS

Clerestory

Item Type	Glass Double-Pane Glass Single-Pane	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Complete Window Replacement including frame	
Rank 3	N/A	
Rank 2	N/A	

Curtain Wall

Item Type	Glazed Double Pane Glazed Single Pane Windows	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Replacement including frame	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Insulated Panel	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Repair	
Rank 4	Replace with insulated panel	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Louver	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Repair	
Rank 4	Replace with louver	
Rank 3	N/A	
Rank 2	N/A	

Guards

Item Type	Guards perforated Guards wire guard	SF
Notes	The absence of window guards does not constitute a lower ranking for windows. The operability of the guards shall be assessed as part of the ranking.	
Rank 7	In good condition, no work needed	
Rank 6	scrape and paint	
Rank 5	repair guard and hardware, re-anchor	
Rank 4	Install new guard, frame, and hardware, and patch associated walls.	
Rank 3	N/A	
Rank 2	N/A	

Lintels

Item Type	Brick Concrete	LF
Notes	The lintel assessment includes the visible lintel and supporting structure behind the lintel. [Measuring Instruction: Horizontal length of lintels (approximate width of window).]	
Rank 7	In good condition, no work needed	
Rank 6	No visible flashing	
Rank 5	Spalled or cracked concrete, spalled or cracked masonry at the arch	
Rank 4	Spalled or cracked concrete with exposed reinforcement, displaced masonry at the arch	
Rank 3	N/A	
Rank 2	N/A	

Lintels (Continued)		
Item Type	Steel	LF
Notes	The lintel assessment includes the visible lintel and supporting structure behind the lintel. [Measuring Instruction: Horizontal length of lintels (approximate width of window).]	
Rank 7	In good condition, no work needed	
Rank 6	No visible flashing, minor corrosion at steel angle	
Rank 5	Corrosion at steel angle	
Rank 4	Bowed or displaced steel angle	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Stone Terra Cotta	LF
Notes	The lintel assessment includes the visible lintel and supporting structure behind the lintel. [Measuring Instruction: Horizontal length of lintels (approximate width of window).]	
Rank 7	In good condition, no work needed	
Rank 6	No visible flashing	
Rank 5	Spalled and cracked stone and terracotta element	
Rank 4	Displaced or loos stone or terra cotta element	
Rank 3	N/A	
Rank 2	N/A	

Skylite

Item Type	Glass Double-Pane Glass Single-Pane Lexan	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Replacement w/ glass, double pane	
Rank 3	N/A	
Rank 2	N/A	

Storefront Windows

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Replacement with punch windows, AL double-pane	
Rank 3	N/A	
Rank 2	N/A	

Windows

Item Type	Casement Aluminum Casement Aluminum Double-pane Casement Steel Casement Steel Double-pane Sash Aluminum Sash Aluminum Double-pane Wood- Double-pane Wood- Single-pane Casement Lexan Sash Lexan Sash Lexan/ Glass Double-pane	SF
Notes	The absence of window guards does not constitute a lower ranking for windows. Casement includes awning and hopper style windows, while sash catalogs both single and double hung windows.	
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Replacement with punch windows, AL double-pane	
Rank 3	Inoperable – windows are falling out of the frames, secured closed, or otherwise inoperable.	
Rank 2	N/A	
Item Type	Decorative	SF
Notes	Note this is a catch-all category for inoperable glazing that is not associated with an entry	
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Glazing Replacement Only, no framing	
Rank 4	Historical Restoration/Replacement	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Insulated Panel Louver	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Sealing	
Rank 5	Repair	
Rank 4	Replace	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Lexan	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Lexan is clear and less than ten years old, but frames require painting/caulking	
Rank 5	Lexan is part of composite, insulated unit with an interior glass pane	
Rank 4	Lexan is yellow, hazy, single pane	
Rank 3	N/A	
Rank 2	N/A	

SITE

The Site includes the following categories, each with associated subcategories (if applicable):

ATHLETIC

- Dugout
- Frame Concession Stand
- Frame Press Box
- Lighting
- Metal Bleachers
- Surface

CIVIL/DRAINAGE

FENCING

LANDSCAPE

- Benches
- Irrigation
- Landscape
- Lighting
- Parkway Trees
- Planting Beds/Area
- Play Area
- Retaining Wall
- Trash Receptacles
- Walking Path

PLAYGROUNDS

- Playground Equipment
- Surface

PARKING LOTS

- Fencing
- Landscape
- Lighting
- Planting Beds/ Area
- Trash Receptacles
- Surface

SERVICE GARAGE

SIDEWALKS

SIGNAGE

- Flag Pole
- Marquee
- Monument

SITE ITEMS AND RANKINGS

To enhance reporting and planning analysis, each item assessed must be assigned a “Reason” (used to further describe the observed condition) and a “Priority Replacement” (used to define the recommended time period for full replacement). These are applied manually by the assessor (within the FACTs tool), below are the possible selections for each category:

REASON

Life/Health/Safety	This priority describes a condition that needs to be repaired/replaced immediately in order to return a facility to safe operation.
Failing/Damaged	Refers to items that have failed (or are failing), or items for which the observed damage is significant and likely to compromise performance.
Obsolete	Refers to items no longer manufactured for which replacement parts have become difficult to obtain.
Beyond Service Life	Includes items that are operational, however, are considered for replacement because they have reached the end of their service life.
Normal/Within Life Cycle	Refers to items that are within the normal maintenance and general upkeep of the facility.

Note: The “Reason” for ranks 6 and 7 will default to “Normal/Within Life Cycle”, however, the assessor will still have the ability to modify the default entry (as required).

PRIORITY REPLACEMENT

0 – 1 Years	Full replacement recommended within 1 year (0 – 12 Months)
1 – 2 Years	Full replacement recommended within 1 -2 years (13 – 24 Months)
3 – 5 Years	Full replacement recommended within 3 - 5 years (25 – 60 Months)
6 – 10 Years	Full replacement recommended within 6 - 10 years (61 – 120 Months)
10 + Years	Full replacement recommended beyond 10 years (> 120 Months)

Assessors are encouraged to fill in the “Remarks” field to further describe the condition, operation, location or any other information that is described in the **Notes** section (of each item).

Any item ranked 4 or below requires a separate photograph of the observed deficient condition. Assessors will need to “identify/tag” each of these photos before the assessment is submitted for review. Appropriate photo “tagging” will allow each reviewer the ability to sort/group photos as needed to facilitate the overall QA/QC process. See Process and Procedure training for additional guidance.

Benches

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Paint	
Rank 5	Repair	
Rank 4	Replacement, 6' long	
Rank 3	N/A	
Rank 2	N/A	

Civil Drainage

Item Type	Site Manhole	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean out the existing manhole and rod out / televise connected sewers	
Rank 5	Adjust manhole rim	
Rank 4	Patch damage to manhole	
Rank 3	Full Replacement	
Rank 2	N/A	
Item Type	Area Drain	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean out the existing area drain and rod out / televise connected sewers	
Rank 5	Adjust area drain rim	
Rank 4	Patch damage to area drain	
Rank 3	Full Replacement	
Rank 2	N/A	
Item Type	Catch Basin	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean out the existing catch basin and rod out / televise connected sewers	
Rank 5	Adjust catch basin rim	
Rank 4	Patch damage to catch basin	
Rank 3	Full Replacement	
Rank 2	N/A	
Item Type	Bioswale	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	20% Planting Replacement	
Rank 5	50% Planting Replacement	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Dugout

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Repair	
Rank 5	Extensive Repair	
Rank 4	Full Replacement, masonry	
Rank 3	N/A	
Rank 2	N/A	

Equipment (Playground)

Item Type	School Age 5-12 Pre K 3-5 Combo 3-12	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean and paint existing components	
Rank 5	Replace some damaged components	
Rank 4	Replace playground equipment - 100%	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Swing set	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Clean and paint existing components	
Rank 5	N/A	
Rank 4	Replace playground equipment - 100%	
Rank 3	N/A	
Rank 2	N/A	

Fencing

Item Type	Chain Link Guard Rail Iron and Concrete Post New Standard Ornamental Old Standard Ornamental Wood Fencing w/ Steel Frame Vehicular Screening	LF
Notes	Includes the sidewalk along lot lines at the parkway, along streets, and fencing along interior lot lines. [Measuring Instruction: Horizontal length of screening.]	
Rank 7	In good condition, no work needed	
Rank 6	Scrape and paint	
Rank 5	Replace selected panels of fencing and repair damage	
Rank 4	Replace existing deteriorated fence	
Rank 3	N/A	
Rank 2	N/A	

Flag Pole

Item Type	Building Mounted Flag Pole Flag Pole	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Scrape and paint	
Rank 5	Deteriorated, extensive repair needed	
Rank 4	Replace existing or missing pole	
Rank 3	N/A	
Rank 2	N/A	

Frame Concession Stand

Item Type	Frame Concession Stand Ticket Booth	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Repair	
Rank 5	Extensive Repair	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Frame Press Box

Item Type		EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Repair	
Rank 5	Extensive Repair	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Irrigation

Item Type		SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repairs	
Rank 5	Repair the existing system	
Rank 4	Provide a new irrigation system	
Rank 3	N/A	
Rank 2	N/A	

Landscape

Item Type	Hardscape- Pavers	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repair	
Rank 5	Extensive repair, drainage issues	
Rank 4	Full replacement, pavers, no retention	
Rank 3	N/A	
Rank 2	N/A	

Landscape (Continued)		
Item Type	Hardscape- Concrete	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repair	
Rank 5	Extensive repair, drainage issues	
Rank 4	Full replacement	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Grass	SF
Notes	Identified as any open grassy area not related to an athletic field, including front, side, and rear yards.	
Rank 7	In good condition, no work needed	
Rank 6	Minor repair with sod and top soil	
Rank 5	Extensive repair, drainage issues with seed/sod & top soil	
Rank 4	Full Replacement with seed/sod & top soil	
Rank 3	N/A	
Rank 2	N/A	

Lighting

Item Type	Pole Mounted	EA
Notes	Pole-mounted. Per pole. Assess the pole and the lighting as a single line.	
Rank 7	In good condition, no work needed	
Rank 6	Re-lamp/repair fixtures as needed	
Rank 5	Replace 30% of pole mounted fixtures	
Rank 4	Replace 100% of pole mounted fixtures and wiring	
Rank 3	N/A	
Rank 2	N/A	

Marquee

Item Type	Building Mounted Backlighted Building Mounted Backlighted w/ LED Free Standing Backlighted Free Standing Backlighted w/ LED	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repair	
Rank 5	Sign deteriorated. Extensive repair needed, scrape and paint, relight	
Rank 4	Replace existing or missing sign	
Rank 3	N/A	
Rank 2	N/A	

Metal Bleachers

Item Type		LF
Notes	Fixed, not site furniture [Measuring Instruction: Horizontal length of metal bleachers for each seat plank/bench (ignore foot planks).]	
Rank 7	In good condition, no work needed	
Rank 6	Repair	
Rank 5	Extensive Repair	
Rank 4	Full Replacement, aluminum bleacher	
Rank 3	N/A	
Rank 2	N/A	

Monument

Item Type	Building Mounted Cut Letter Sign Sign-Lighted	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repair	
Rank 5	Sign deteriorated. Extensive repair needed, scrape and paint, relight	
Rank 4	Replace existing or missing sign	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Sign	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repair	
Rank 5	Sign deteriorated. Extensive repair needed, scrape and paint	
Rank 4	Replace existing or missing sign	
Rank 3	N/A	
Rank 2	N/A	

Parkway Trees

Item Type		EA
Notes	Check for damaged/missing tree pit grates	
Rank 7	In good condition, no work needed	
Rank 6	Pruning	
Rank 5	Removal only, Subtitle D haul off	
Rank 4	Replacement damage or missing trees	
Rank 3	N/A	
Rank 2	N/A	

Planting Beds/ Area

Item Type	Planting Beds/Area Interior Planting	SF
Notes	[Measuring Instruction: Overall horizontal width of all planting beds (independent of depth and height).]	
Rank 7	In good condition, no work needed	
Rank 6	Weeding	
Rank 5	Weeding & Adding Soil	
Rank 4	Poor condition, replacement is required	
Rank 3	N/A	
Rank 2	N/A	

Play Area

Item Type	Synthetic Turf Play Field	SF
Notes	Play area is identified as an open area not related to an athletic field, including front, side, and rear yards	
Rank 7	In good condition, no work needed	
Rank 6	Repair. Drainage issues	
Rank 5	Replace the top course. Drainage issues	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Play Area (Continued)		
Item Type	Asphalt/ Hardscape	SF
Notes	Play area is identified as an open area not related to an athletic field, including front, side, and rear yards	
Rank 7	In good condition, no work needed	
Rank 6	Minor patching	
Rank 5	Replace the top course. Drainage issues	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

Retaining Wall

Item Type	Concrete Masonry	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor repair and clean	
Rank 5	Patch and repair	
Rank 4	Replace, 12" thick	
Rank 3	N/A	
Rank 2	N/A	

Service Garage

Item Type	Built-in Free-Standing Underground	SF
Notes	Does not include the rolling or garage door if it is underground or built-in; please refer to the Exterior category for garage doors, and note the location. A built-in Garage is a garage within the footprint of the building but accessed from an exterior rolling door.	
Rank 7	In good condition, no work needed	
Rank 6	Clean and paint	
Rank 5	Patch and repair and paint	
Rank 4	Complete finish upgrade	
Rank 3	N/A	
Rank 2	N/A	

Sidewalks

Item Type	Perimeter Sidewalks	SF
Notes	Walks that are part of the public right of way	
Rank 7	In good condition, no work needed	
Rank 6	Repair minor sidewalk cracks	
Rank 5	Replace selected areas of sidewalk, patch, and repair damaged section	
Rank 4	Extensive damaged throughout. Replace the existing sidewalk	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Internal Walks	LF
Notes	To be used for all other walkways that would not be considered part of the public right of way. [Measuring Instruction: Length of Sidewalk in the Path of Travel]	
Rank 7	In good condition, no work needed	
Rank 6	Repair minor sidewalk cracks	
Rank 5	Replace selected areas of sidewalk, patch, and repair damaged section	
Rank 4	Extensive damaged throughout. Replace the existing sidewalk	
Rank 3	N/A	
Rank 2	N/A	

Surface

Item Type	Synthetic Turf Field Synthetic Turf Field (including exc & retention)	SF
Notes	Includes infield and outfield condition	
Rank 7	In good condition, no work needed	
Rank 6	Repair. Drainage issues	
Rank 5	Targeted replacement. Drainage issues	
Rank 4	Full replacement	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Natural Turf Field	SF
Notes	Includes infield and outfield condition	
Rank 7	In good condition, no work needed	
Rank 6	Limited seeding and fertilizing required. Drainage issues	
Rank 5	Large areas of seeding and fertilization required. Drainage issues	
Rank 4	Full replacement. Weedy, bare soil	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Asphalt	SF
Notes	Includes infield and outfield condition	
Rank 7	In good condition, no work needed	
Rank 6	Repair. Drainage issues	
Rank 5	Targeted replacement. Drainage issues	
Rank 4	Full replacement	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Masonry/Pavers	SF
Notes	Includes infield and outfield condition	
Rank 7	In good condition, no work needed	
Rank 6	Repair. Drainage issues	
Rank 5	Targeted replacement. Drainage issues	
Rank 4	Full replacement	
Rank 3	N/A	
Rank 2	N/A	

Surface (Playgrounds)

Item Type	Poured-in-place	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Patching less than 40%. Drainage issues	
Rank 5	Patching 40% or above. Full top course replacement. Drainage issues	
Rank 4	Full replacement	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Rubber Mats	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Any gaps, missing tiles or worn out tiles. Full replacement with PIP surface	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Wood Chips	SF
Notes		
Rank 7	N/A	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Full replacement with PIP surface	
Rank 3	N/A	
Rank 2	N/A	

Trash Enclosure

Item Type	Chain Link Masonry Wood	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Paint	
Rank 5	Repair	
Rank 4	Replacement	
Rank 3	N/A	
Rank 2	N/A	

Trash Receptacles

Item Type	Trash Receptacles Trash Compactor	EA
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Paint	
Rank 5	Repair	
Rank 4	Replacement	
Rank 3	N/A	
Rank 2	N/A	

Walking Path

Item Type	Crushed Stone Asphalt	SF
Notes		
Rank 7	In good condition, no work needed	
Rank 6	Minor Repair	
Rank 5	Extensive Repair	
Rank 4	Full Replacement	
Rank 3	N/A	
Rank 2	N/A	

ENGINEERING ASSESSMENT

MECHANICAL | ELECTRICAL | PLUMBING | FIRE PROTECTION

MECHANICAL

The Mechanical systems is grouped into the following categories, each with associated subcategories (if applicable):

AIR CONDITIONING

- Chemical Pot Feeder
- Chillers
- Condensing Unit
- Cooling Tower
- Glycol Feed
- Heat Pump
- Pressure Fill System
- PTAC
- Window Air Conditioning
- Wall Mounted Electric Heating and Cooling For Modular

AIR HANDLING SYSTEM/VENTILATION

- Air Intake
- Air Handling Unit
- Air Handling Unit Auxiliaries
- Energy Recovery Unit
- Exhaust Fans
- Exhaust Hood
- Fan Coil Units
- Fan Power Box
- Induction Fan
- Make-up Air Unit
- Pool Dehumidification Unit
- Reheat Boxes
- Return Ducts
- Return Fans
- Roof Top Unit
- VAV Box
- Zone Dampers

BOILER SYSTEM

- Hot Water Boilers (Condensing/Non-Condensing)
- Boiler Auxiliaries
- Chemical Pot Feeder
- Combustion Dampers
- Forced Combustion Provided by a Make-Air Unit
- Feed Water Pumps and Tank
- Gas Booster
- Steam Trap
- Water Fill System

HEAT EXCHANGER

HEATING DEVICES

- Coils
- Fin Tube
- Furnaces
- Point of Use Heaters
- Radiators
- Radiant Panels
- Reheat Coil in the Duct
- Under Floor Heating-Hot Water
- Unit Heater
- Wall Heater

MECHANICAL PIPING

- Piping
- Pumps

TEMPERATURE CONTROL

- DDC System
- Hybrid Pneumatic/DDC System
- Electro-Pneumatic Controls
- Pneumatic System
- Thermostats

UNIT VENTILATORS

MECHANICAL ITEMS AND RANKINGS

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REASON

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Note: The “Reason” for ranks 6 and 7 will default to “Normal/Within Life Cycle”, however, the assessor will still have the ability to modify the default entry (as required).

PRIORITY REPLACEMENT

0 – 1 Years	Full replacement recommended within 1 year (0 – 12 Months)
1 – 2 Years	Full replacement recommended within 1 -2 years (13 – 24 Months)
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Assessors are encouraged to fill in the “Remarks” field to further describe the condition, operation, location or any other information that is described in the **Notes** section (of each item).

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AIR CONDITIONING

Group Notes: Each type of Cooling System is listed under multiple sizes as appropriate. Record the correct size. All components are listed separately and should be assessed separately.

Chemical Pot Feeder

Item Type		EA
Notes	Chemical Pot Feeder for both the hot water boiler and the chilled water system	
Rank 7	Chemical Feed is in good condition and proper chemistry is maintained in the boiler	
Rank 6	Chemical pot feeder needs to be cleaned and tagged	
Rank 5	Chemical feed is leaking and should be repaired	
Rank 4	Chemical pot feeder is deteriorated and is leaking substantially	
Rank 3	N/A	
Rank 2	N/A	

Chillers

Item Type	Air Cooled: Reciprocating, Scroll or Screw Type- Ground Mounted or Roof Mounted	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Chiller is in good operating condition, the overall condition of the chiller is good and no work is required.	
Rank 6	Chiller is operable and in good condition, however, controls need to be adjusted and the system requires additional refrigerant, condensing coils need to be cleaned, fans need to be lubricated and adjusted	
Rank 5	Chiller is operable, is in fair condition and the following issues may exist; (one compressor is not working, one condensing fan is not working, the unit controls may not work).	
Rank 4	Chiller is partially operable but is in poor condition and is not cost effective to be repaired. The following issues exist; Chillers is more than 20 years of age (compressors are not working, not all the condensing fans are working).	
Rank 3	N/A	
Rank 2	Chiller is inoperable, is in poor condition and is not cost effective to be repaired. The following issues exist; (compressors are not working, condensing fans are not working, condensing coils are leaking and no refrigerant in the system)	
Item Type	Water Cooled: Absorber-Indoor	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Chiller is in good operating condition, the overall condition of the chiller is good and no work is required	
Rank 6	Chiller is operable and in good condition, however, controls need to be adjusted and the system requires additional brine solution, sprays need to be cleaned, motors and valves need to be lubricated and adjusted	
Rank 5	Chiller is operable and is in fair condition The following issues may exist; (vacuum is maintained, however, an over hall of the unit is required to replace all seals, clean the sprays, repair the pumps both the absorption and evaporator, replace the brine solution)	
Rank 4	Chiller is partially operable but is in poor condition and is not cost effective to be repaired. The following issues exist; Chiller is more than 30 years of age (External vacuum needs to be done constantly during the summer months, brine characteristics are not maintained, absorption spray pump and evaporator spray pump need constant maintenance).	
Rank 3	Chiller is more than 30 years of age and is operable however the temperatures cannot be maintained (unit cannot maintain the vacuum pressure and vacuum needs to be drawn every two to three weeks, the bromine is crystallizing, the overall condition of the unit is poor)	
Rank 2	Chiller is more than 30 years of age is not working, is in poor condition and is not cost effective to be repaired. The following issues exist; (unit cannot maintain the vacuum pressure, the bromine is crystallized)	

Chillers (Continued)		
Item Type	Water Cooled: Centrifugal-Indoor	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Chiller is in good operating condition and no work is required	
Rank 6	Chiller is operable and is in good condition, however, the controls need to be adjusted, the system requires additional refrigerant, evaporator needs to be cleaned	
Rank 5	Chiller is operable and is in fair condition however the following may need to be done; (compressor may need to be refurbished, evaporator bundle may need to be replaced).	
Rank 4	Chiller is partially operable, is more than 30 years of age, is in poor condition and is not cost effective to be repaired. The following issues exist; (compressor has problems and there is a constant loss of refrigerant, the evaporator is leaking, controls are not working properly).	
Rank 3	Chiller is more than 35 years of age and is operable however the unit is not performing, is in poor condition and is not cost effective to be repaired. The following issues exist; (compressor is vibrating and is performing poorly, the evaporator is leaking and there is a constant loss of refrigerant)	
Rank 2	Chiller is more than 35 years of age and is not working in poor condition and is not cost effective to be repaired. The following issues exist; (compressor is not working, the evaporator is leaking and chiller controls are not working).	

Condensing Unit

Condensing Unit		
Item Type	Ground Mounted Condensing Units Roof Mounted Condensing Units	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed.	
Rank 7	Condensing unit is in good operating condition. No work is required	
Rank 6	Condensing unit is operable and in good condition, however, unit needs additional refrigerant, the controls need to be adjusted, the condensing coils need to be cleaned, bearing need to be lubricated, vibrator isolators need replacement,	
Rank 5	Condensing unit is in fair condition is less than 12 years of age, however, the following issues may exist; (one of the compressors is inoperable and needs to be replaced, one of the condenser fans is inoperable, the coil may be leaking)	
Rank 4	Condensing unit is working, however, is in poor condition and is not cost effective to be repaired. The following issues exist;(compressors have been replaced multiple times and the unit is not performing, the unit is more than 20 years of age or only one of the refrigerant circuit is operating)	
Rank 3	Condensing unit is in poor condition and is not cost effective to be repaired. The following issues exist; (compressors have been replaced multiple times and the unit is not performing, the unit is more than 20 years of age)	
Rank 2	Condensing unit is not working, is in poor condition and is not cost effective to be repaired. The following issues exist; (compressors are burned out, condenser fans are not running, condenser coil is leaking)	

Cooling Tower

Cooling Tower		
Item Type	Closed Cell or Open Cell	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	The cooling tower is in good operating condition. No work is required	
Rank 6	The cooling tower is in good condition however the coils need to be cleaned or tower fills replaced, the controls need to be adjusted, the basin needs to be cleaned, the fans need to be cleaned and adjusted, and belts need replacement.	
Rank 5	The cooling tower is in fair condition however the fans are vibrating and require refurbishment, fan motor may need replacement, The cooling tower needs to be cleaned and the basin requires to be repaired.	
Rank 4	The cooling tower is more than 40 years of age and is working, however, is in poor condition and is not cost effective to be repaired. The following issues exist; (The basin is rusted and constantly leaks, fan(s) is vibrating and requires constant repairs, the cooling tower performance is poor and affects the chiller performance and cooling of the building)	
Rank 3	N/A	

Rank 2	The cooling tower is more than 40 years of age and is not working, is in poor condition and is not broken), the basin is leaking and cannot be repaired)
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Glycol Feed

Item Type		EA
Notes		
Rank 7	The Glycol feed system is in good condition and the glycol levels are properly maintained	
Rank 6	Controls need to be adjusted and the system needs minor refurbishment	
Rank 5	Glycol pump and/or tank is leaking and needs to be repaired	
Rank 4	Glycol pump shows excessive signs of deterioration and needs to be replaced	
Rank 3	N/A	
Rank 2	The Glycol feed system is not working and proper glycol levels are not maintained	

Heat Pump

Item Type		EA
Notes	Floor mounted- Electric heating and DX cooling with Self Contained Air Cooled Compressor Floor mounted- Electric Heating and DX cooling coil with remote mounted compressor Floor mounted- Electric heating and DX cooling with Self Contained condenser water cooled Compressor Floor mounted- Hot water heating and DX cooling with Self Contained Air Cooled Compressor Floor mounted- Hot water heating and DX cooling coil with remote mounted compressor Floor mounted- Hot water heating and DX cooling with Self Contained condenser water cooled Compressor Ceiling Mounted- Electric heating and DX cooling with Self Contained Air Cooled Compressor Ceiling Mounted- Electric heating and DX cooling coil with remote mounted compressor Ceiling Mounted- Electric heating and DX cooling with Self Contained condenser water cooled Compressor Ceiling Mounted- Hot water heating and DX cooling with Self Contained Air Cooled Compressor Ceiling Mounted- Hot water heating and DX cooling coil with remote mounted compressor Ceiling Mounted- Hot water heating and DX cooling with Self Contained condenser water cooled Compressor	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however the unit needs minor repairs. Unit needs to be cleaned, fan and damper linkages and motors need to be lubricated, the compressor needs to be cleaned and refrigerant added, damper linkages and controls need to be adjusted	
Rank 5	Heat Pump Unit is in fair condition and is working, however, the following repairs may need to be done; Fan to be refurbished and adjusted, dampers to be cleaned, lubricated and adjusted, unit to be cleaned, refrigerants to be added, compressor to be replaced, controls to be replaced.	
Rank 4	The unit is old (more than 25 years of age), is working but is in poor condition and is not cost effective to be repaired. The following issues may exist; the controls are inoperable, the fan has excessive vibration during operation, fan shaft may need to be replaced, dampers are rusted and not working, electric coil or heating coils need to be replaced, compressor may need to be replaced, space temperature cannot be maintained in severe weather conditions.	
Rank 3	N/A	
Rank 2	The heat pump unit is very old, in poor condition, not working and is not cost effective to be repaired. One or more of the following issues exist; (Electric coil is burned out, cooling or heating coil is beyond repair and needs to be replaced, fan shaft is broken and fan is not working, the dampers and controls are inoperable, compressor is inoperable and the temperature in the space cannot be maintained).	

Pressure Fill System

Item Type		EA
Notes		
Rank 7	Pressure fill system is in good condition	
Rank 6	Controls need to be adjusted and the system needs minor refurbishment	
Rank 5	Pressure fill pump is leaking, the tank is leaking and needs to be repaired	
Rank 4	Pressure Fill System pump shows excessive signs of deterioration and needs to be replaced	
Rank 3	N/A	
Rank 2	Pressure Fill System is not working and proper water levels are not maintained	

PTAC

Item Type		EA
Notes		
Rank 7	Unit is in good condition, no work is required	
Rank 6	Unit needs to be refurbished, needs refrigerant or needs to be cleaned.	
Rank 5	N/A	
Rank 4	Unit is not working and the space temperature both in heating and cooling cannot be maintained	
Rank 3	N/A	

Window Air Conditioning Units

Item Type		EA
Notes		
Rank 7	Unit is in good condition, no work is required	
Rank 6	Unit needs to be refurbished, needs refrigerant or needs to be cleaned / seal replaced	
Rank 5	Unit is not supported per the CPS details / casing or seal issue	
Rank 4	Unit is not working	
Rank 3	N/A	
Rank 2	N/A	

Wall Mounted Electric Heating and Cooling Units for Modulars

Item Type		EA
Notes		
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however the unit needs minor repairs. Unit needs to be cleaned, fan and damper linkages and motors need to be lubricated, the compressor needs to be cleaned and refrigerant added, damper linkages and controls need to be adjusted	
Rank 5	Unit is in fair condition and the unit is working, however, the following repairs may need to be done; Fan to be refurbished and adjusted, dampers to be cleaned, lubricated and adjusted, unit to be cleaned, refrigerants to be added, compressor to be replaced, controls to be replaced. Seals need replacing/repair.	
Rank 4	Unit is in poor condition and space temperatures cannot be maintained. Unit is not cost effective to refurbish	
Rank 3	Unit is not working and space is heated with portable heaters	
Rank 2	N/A	

AIR HANDLING SYSTEM/VENTILATION

Air Intake

Item Type	For indoor mounted (Built Up Air Handling Units, Package air handling Units, Make up air units)	EA
Notes		
Rank 7	The intake is in good condition and all outside air intake dampers are operating properly	
Rank 6	Intake louver located on the ground or roof and or intake hood on the roof is rusted and needs painting, the roof intake hoods screens are damaged or opened, outside air intake dampers require adjustments and linkages need to be lubricated; intake needs to be cleaned and vacuumed	
Rank 5	Outside air damper is rusted however opens and closes, the exterior louver is damaged or partially blocked; the intake which is located on the roof is damaged or partially covered. Peeling paint exist in the air intake shaft and the shaft needs to be sealed and requires repair, water leakage exists in the air intake shaft,	
Rank 4	Outside air damper is rusted and does not work (do not fully closed or opened), wood doors controlling the outside air intake (no control dampers installed)	
Rank 3	Air intakes on the ground or roof are blocked closed or air intake dampers are rusted and are closed (dampers cannot be manipulated manually)	
Rank 2	Intakes are located on the grade level with no enclosure and they are less than 10 feet from where the cars are parked.	

Air Handling Unit

Group Notes: Each device is listed under multiple sizes as appropriate. Record the correct size. Each element is listed separately and should be assessed separately.

Item Type	Package- Single Zone- Indoor- Hot Water Package- Single Zone- Indoor- Steam Package- Single Zone- Indoor- Dual temperature Package Single Zone- Indoor- Hot Water and Chilled Water Coils Package Single Zone- Indoor- Steam Coils and Chilled Water Coils Package Single Zone- Indoor- Steam Coils and DX Cooling Coils Package- Single Zone- Indoor- Hot Water with DX cooling coil and remote mounted condenser Package- Single Zone- Outdoor Roof Mounted- Hot Water Package- Single Zone- Outdoor Roof Mounted- Steam Package- Single Zone- Outdoor Roof Mounted- Dual temperature Package- Single Zone-outdoor- Hot Water with DX cooling coil and remote mounted condenser Package- Single Zone- Outdoor Ground Mounted- Hot Water Package- Single Zone- Outdoor Ground Mounted- Steam Package- Single Zone- Outdoor Ground Mounted- Dual temperature Package- Single Zone-outdoor ground mounted- Hot Water with DX cooling coil and remote mounted condenser Package Single Zone- Outdoor Ground Mounted- Steam Coils and Chilled Water Coils	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however, the following may need to be done; (belts need replacement, fan guard is missing, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed).	
Rank 5	Unit is operable, is in fair condition and maintains the temperatures in all areas, however, the following issues may exist;(motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, coils may be leaking and should be repaired, controls may need to be adjusted, by-pass dampers may need to be repaired).	
Rank 4	Unit is operating, however, the proper temperatures and flows cannot be maintained in some spaces served by the unit, unit is in poor condition and is not cost effective to be repaired. Four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated	

	and not sealed, coil(s) is leaking or is valve off, bypass dampers are rusted and not functional, control valves are leaking and not functional).	
Air Handling Unit (Continued)		
Rank 3	Unit is in poor condition and cannot maintain the proper temperatures during severe winter condition in the majority of the areas served by the unit (fan is vibrating due to bent fan shaft, multiple coils are leaking and are valve off, dampers are not fully opened, valves are not operating properly) and unit is not cost effective to be repaired	
Rank 2	Unit is inoperable, is in poor condition (fan shaft is broken, or fan blades are missing) the temperatures of the areas served by the unit cannot be maintained and unit is not cost effective to be repaired.	
Item Type	Package- Single Zone indoor- Electric heating coils (only) Package- Single Zone indoor mounted- Electric coil and chilled water coils Package- Single Zone indoor- - Electric coil with DX cooling coils and remote mounted compressor Package- Single Zone outdoor mounted (roof or ground) - Electric heating coils (only) Package- Single Zone outdoor mounted (roof or ground) - Electric coil and chilled water coils Package- Single Zone outdoor mounted (roof or ground) - Electric coil and self-contained cooling	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however the following may need to be done; (belts need replacement, fan guard is missing and new needs to be installed, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed).	
Rank 5	Unit is operable, is in fair condition and maintains the temperatures in all areas, however, the following issues may exist; (motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, electric coils may need to be repaired, controls may need to be adjusted, bypass dampers may need to be repaired).	
Rank 4	Unit is operating, however, the proper temperatures and flows cannot be maintained in some spaces served by the unit, unit is in poor condition and is not cost effective to be repaired. Four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, few coil elements are not working, bypass dampers are rusted and not fully functional).	
Rank 3	Unit is in poor condition and cannot maintain the proper temperatures during severe winter condition in the majority of the areas served by the unit (fan is vibrating due to bent fan shaft in high speed, some of the coil elements are not working, by-pass dampers are rusted and not functional) and unit is not cost effective to be repaired.	
Rank 2	Unit is inoperable, is in poor condition (fan shaft is broken, or fan blades are missing) and not working, the temperatures of the areas served by the unit cannot be maintained and unit is not cost effective to be repaired.	

Air Handling Unit (Continued)		
Item Type	Package- Multi Zone indoor- Hot Water Coils Package- Multi Zone- indoor Hot Water and chilled water coils Package- Multi Zone indoor - Hot Water and DX cooling coils with remote condenser Package- Multi Zone indoor - Steam coils Package- Multi Zone indoor- Steam coils and chilled water coils Package- Multi Zone indoor- Steam coils and DX cooling coils with remote mounted condenser Package- Multi Zone- Dual Temperature coils	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however, the following may need to be done; (belts need replacement, fan guard is missing, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed). Some dampers non responsive.	
Rank 5	Unit is operable is in fair condition and maintains the temperatures in all areas, however, the following issues may exist; (motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, coils may be leaking and should be repaired, controls may need to be adjusted, by-pass dampers may need to be repaired). BAS not controlling.	
Rank 4	Unit is operating, however, the proper temperatures and flows cannot be maintained in some spaces served by the unit, unit is in poor condition and is not cost effective to be repaired. Four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, coil(s) is leaking or is valve off, bypass dampers are not fully opened, control valves are not operating properly). BAS/control failure.	
Rank 3	Unit is in poor condition and cannot maintain the proper temperatures during severe winter condition in all areas served by the unit (fan is vibrating due to bent fan shaft, multiple coils are leaking and are valve off, dampers are not fully opened, valves are not operating properly) and unit is not cost effective to be repaired.	
Rank 2	Unit is inoperable, is in poor condition (fan shaft is broken, or fan blades are missing) the temperatures of the areas served by the unit cannot be maintained and unit is not cost effective to be repaired	

Air Handling Unit (Continued)		
Item Type	Package- Multi Zone indoor- Electric coils Package- Multi Zone indoor- Electric coil and chilled water coils Package- Multi Zone indoor- Electric coil and DX cooling coils with remote condenser	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however the following may need to be done; (belts need replacement, fan guard is missing and new needs to be installed, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed).	
Rank 5	Unit is operable, is in fair condition and maintains the temperatures in all areas, however, the following issues may exist; (motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, cooling coils may be leaking and should be repaired, electric coils may need to be repaired, controls may need to be adjusted, by-pass dampers may need to be repaired).	
Rank 4	Unit is operating, however, the proper temperatures and flows cannot be maintained in some spaces served by the unit, unit is in poor condition and is not cost effective to be repaired Four or more of the items listed may exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, cooling coil(s) is leaking or is valve off, few of the electric coil elements are not working bypass dampers are not fully opened, control valves are not operating properly).	
Rank 3	Unit is in poor condition and cannot maintain the proper temperatures during severe winter condition in the majority of the areas served by the unit (fan is vibrating due to bent fan shaft, some of the coil elements are not working, dampers are not fully opened, valves are not operating properly) and unit is not cost effective to be repaired.	
Rank 2	Unit is inoperable, is in poor condition (fan shaft is broken, or fan blades are missing) the temperatures of the areas served by the unit cannot be maintained and unit is not cost effective to be repaired.	

Air Handling Unit (Continued)		
Item Type	Built Up- Multi Zone indoor- Hot Water coils Built Up- Multi Zone indoor- Dual Temperature coils Built Up- Multi Zone indoor- Hot Water and chilled water coils Built Up- Multi Zone indoor- Hot Water and DX cooling coils with remote condenser Built Up- Multi Zone indoor- Steam coils Built Up- Multi Zone indoor- Steam coils and chilled water coils Built Up- Multi Zone indoor- Steam coils and DX cooling coils with remote condenser Built Up- Single Zone indoor- Hot Water coils Built Up- Single Zone indoor- Dual Temperature coils Built Up- Single Zone indoor- Hot Water coils and chilled water coils Built Up- Single Zone indoor- Hot Water coils and DX cooling coils with remote condenser Built Up- Single Zone indoor- Steam coils Built Up- Single Zone indoor- Steam coils and chilled water coils Built Up- Single Zone indoor- Steam coils and DX cooling coils with remote condenser Built Up- Single Zone w/ Air Tunnel- Dual Temperature Coils Built Up- Single Zone w/ Air Tunnel- Hot Water Coils Built Up- Single Zone w/ Air Tunnel- Hot Water and Chilled Water Coils Built Up- Single Zone w/ Air Tunnel- Hot Water and DX Cooling Coils Built Up- Single Zone w/ Air Tunnel- Steam Coils Built Up- Single Zone w/ Air Tunnel- Steam Coils and Chilled Water Coils Built Up- Single Zone w/ Air Tunnel- Steam Coils and DX Cooling Coils	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit overall is in good conditions, however, the following may need to be done; (belts need replacement, fan guard is missing, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed).	
Rank 5	Unit is operable, is in fair condition and maintains the temperatures in all areas, however, the following issues may exist;(motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, coils may be leaking and should be repaired, controls may need to be adjusted, by-pass dampers may need to be repaired).	
Rank 4	Unit is operating, however, the proper temperatures and flows cannot be maintained in some spaces served by the unit, unit is in poor condition and is not cost effective to be repaired, Four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, coil(s) is leaking or is valve off, bypass dampers are not fully opened, control valves are not operating properly).	
Rank 3	Unit is in poor condition cannot maintain the proper temperatures during severe winter condition in the majority of the areas served by the unit (fan is vibrating due to bent fan shaft, multiple coils are leaking and are valve off, dampers are not fully opened, valves are not operating properly) and unit is not cost effective to be repaired.	
Rank 2	Unit is inoperable, is in poor condition (fan shaft is broken, or fan blades are missing) the temperatures of the areas served by the unit cannot be maintained and unit is not cost effective to be repaired.	

Air Handling Unit (Continued)		
Item Type	Built Up- Multi Zone indoor- Double Delivery- Hot Water coils Built Up- Multi Zone indoor- Double Delivery- Dual Temperature coils Built Up- Multi Zone indoor- Double Delivery- Hot Water and chilled water coils Built Up- Multi Zone indoor- Double Delivery- Hot Water and DX cooling coils with remote condenser Built Up- Multi Zone indoor- Double Delivery- Steam coils Built Up- Multi Zone indoor- Double Delivery- Steam coils and chilled water coils Built Up- Multi Zone indoor- Double Delivery- Steam coils and DX cooling coils with remote condenser	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however, the following may need to be done; (belts need replacement, fan guard is missing, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed).	
Rank 5	Unit is operable, is in fair condition and maintains the temperatures in all areas, however, the following issues may exist;(motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, coils may be leaking and should be repaired, controls may need to be adjusted, by-pass dampers may need to be repaired).	
Rank 4	Unit is operating, however, the proper temperatures and flows cannot be maintained in some spaces served by the unit, unit is in poor condition and is not cost effective to be repaired, Four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, coil(s) is leaking or is valve off, bypass dampers are not fully opened, control valves are not operating properly).	
Rank 3	Unit is in poor condition cannot maintain the proper temperatures during severe winter condition in the majority of the areas served by the unit (fan is vibrating due to bent fan shaft, multiple coils are leaking and are valve off, dampers are not fully opened, valves are not operating properly) and unit is not cost effective to be repaired.	
Rank 2	Unit is inoperable, is in poor condition (fan shaft is broken, or fan blades are missing) the temperatures of the areas served by the unit cannot be maintained and unit is not cost effective to be repaired.	

Air Handling Unit Auxiliaries

Item Type	Built Up- Multi Zone indoor- Hot Water coils Built Up- Multi Zone indoor- Dual Temperature coils Built Up- Multi Zone indoor- Hot Water and chilled water coils Built Up- Multi Zone indoor- Hot Water and DX cooling coils with remote condenser Built Up- Multi Zone indoor- Steam coils Built Up- Multi Zone indoor- Steam coils and chilled water coils Built Up- Multi Zone indoor- Steam coils and DX cooling coils with remote condenser Built Up- Single Zone indoor- Hot Water coils Built Up- Single Zone indoor- Dual Temperature coils Built Up- Single Zone indoor- Hot Water coils and chilled water coils Built Up- Single Zone indoor- Hot Water coils and DX cooling coils with remote condenser Built Up- Single Zone indoor- Steam coils Built Up- Single Zone indoor- Steam coils and chilled water coils Built Up- Single Zone indoor- Steam coils and DX cooling coils with remote condenser Built Up- Multi Zone indoor- Double Delivery- Hot Water coils Built Up- Multi Zone indoor- Double Delivery- Dual Temperature coils Built Up- Multi Zone indoor- Double Delivery- Hot Water and chilled water coils Built Up- Multi Zone indoor- Double Delivery- Hot Water and DX cooling coils with remote condensers	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Filters need to be replaced, coils need to be cleaned, doors need seals, Plenum needs to be cleaned, dampers linkages need to be lubricated and adjusted,	
Rank 5	The Auxiliaries are in fair conditions but the auxiliaries need to be refurbished; (deteriorated housing walls need to be sealed and cleaned, leaking coils should be repaired, filter frames need to be repaired/replaced and new filters installed, dampers may need to be repaired/replaced, controls may need to be adjusted, dampers may need to be repaired, doors may need to be repaired).	
Rank 4	Auxiliaries are in poor condition and the majority of the issues listed exist (housing walls deteriorated and not sealed, pre-heat coils are leaking, no filters frames installed or frames are damaged, by-pass dampers are rusted (not working)outside air intake damper not working properly)	
Rank 3	Auxiliaries are in poor condition and all issues listed exist. (housing walls deteriorated, pre-heat coils are leaking, no filters frames installed) or outside air intake is inoperable (dampers rusted and shut closed, outside air intake is closed shut with doors, wood or sheet metal)	
Rank 2	N/A	

Energy Recovery Unit

Item Type		EA
Notes	Note the manufacturer, model number, capacity and years build must be listed for all the package units. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	N/A	
Rank 5	Unit needs to be cleaned and controls adjusted	
Rank 4	Unit is not working and the space temperatures cannot be maintained. Unit is deteriorated	
Rank 3	N/A	
Rank 2	N/A	

Exhaust Fans

Item Type	Indoor Exhaust Fans; (small capacity, ceiling mounted), (centrifugal blower), (inline)	EA
Notes		
Rank 7	Fan is in good condition and is operating properly	
Rank 6	Fan is operating, however, bearings need to be lubricated, fan needs to be cleaned.	
Rank 5	Damage to fan basing or noisy & heads balancing	
Rank 4	Exhaust fan is more than 15 years of age and is working, however, fan is rusted, fan is vibrating during operation and fan motor is running hot. Fan is not cost effective to be repaired	
Rank 3	Exhaust fan is more than 15 years of age and is not working; (Fan is rusted and deteriorated, Fan motor is not working and or disconnected). Fan is not cost effective to be repaired	
Rank 2	N/A	
Item Type	Roof Mounted Exhaust Fans; (mush-room), (up blast type), (centrifugal blower), (Inline)	EA
Notes		
Rank 7	Fan is in good condition and is operating properly	
Rank 6	Exhaust fan is in fair condition however, belts need to be replaced, bearings need to be lubricated, fan needs to be cleaned, fan motor replaced	
Rank 5	Damage to fan basing or noisy & heads balancing	
Rank 4	Exhaust fan is more than 20 years of age and is working, however, fan is rusted, fan is vibrating, and fan flow is low. Unit is not cost effective to be repaired	
Rank 3	Exhaust fan is more than 20 years of age and is not working. Fan is rusted, cap is missing, and fan motor is not working. Unit is not cost effective to be repaired	
Rank 2	N/A	

Exhaust Hood

Item Type	Type I Exhaust Hood – Kitchen Type I Exhaust Hood - Culinary Arts	EA
Notes		
Rank 7	Hood is in good condition	
Rank 6	The hood is in fair condition, however, grease filters need to be cleaned, hood lights need replacement, Exhaust hood, and kitchen exhaust fan need to be decreased and flow-adjusted. Hood has passed most recent inspection	
Rank 5	The hood is in fair condition however grease filters need to be replaced, hood lights need replacement, exhaust hood need to be decreased and exhaust fan motor needs to be replaced. Hood has failed most recent inspection	
Rank 4	Hood is in poor condition and the majority of the following issues exist: Fire suppression is in poor condition, Kitchen grease filters not installed, exhaust system is not working properly and exhaust fan needs to be replaced. Hood has failed most recent inspection	
Rank 3	N/A	
Rank 2	Fire suppression is not working or does not exist. High-Temperature kitchen equipment is located outside the hood (hood does not have sufficient length)	

Exhaust Hood (Continued)		
Item Type	Type II Exhaust Hood – Kitchen Type II Exhaust Hood - Culinary Arts	EA
Notes		
Rank 7	Hood is in good condition	
Rank 6	The hood is in fair condition however exhaust hood and kitchen exhaust fan needs to be decreased and flow-adjusted.	
Rank 5	The hood is in fair condition however the exhaust flow through the hood is low, the hood and fan needs to be decreased, the fan needs to either be refurbished	
Rank 4	The hood is in poor condition. Exhaust fan is not working properly and exhaust fan needs to be replaced. Low-temperature kitchen equipment is located outside the hood (hood does not have sufficient length).	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Science Lab Exhaust Hood	EA
Notes		
Rank 7	Hood is in good condition	
Rank 6	The hood is in good condition, however, filters need to be cleaned, hood lights need replacement, hood needs to be cleaned and flow-adjusted	
Rank 5	Exhaust hood is in fair condition however sash needs to be adjusted and greased, the filters and lights need to be replaced, the hood needs to be cleaned.	
Rank 4	The hood is in poor condition and is not cost effective to be repaired. The glass sash is very difficult to move up and down and the sash does not close 100%, hood Lights are not working and gas valve does not work. Hood cannot be repaired.	
Rank 3	Hood is inoperable (Glass sash and the water and gas is valve off and not working).	
Rank 2	N/A	

Fan Coil Units

Item Type	Floor or ceiling Mounted- Electric heat only Floor or ceiling Mounted- Electric heat and DX cooling with remote condenser Floor Mounted- Electric heat and self-contained cooling Floor or ceiling Mounted- Hot and Chilled Water coils Floor or ceiling Mounted- Dual temperature coils Floor or ceiling Mounted- Hot Water Heating coils Floor or ceiling Mounted- Hot Water Heating and DX cooling coils with remote condenser Floor Mounted- Hot Water Heating coils and self-contained cooling Floor or ceiling Mounted- Steam heating coils Floor or ceiling Mounted- Steam heating and DX cooling coils with remote condenser Floor Mounted- Steam Heating and self-contained cooling coils	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however the unit needs minor repairs. Unit needs to be cleaned, fan and damper linkages and motors need to be lubricated, damper linkages and controls need to be adjusted	
Rank 5	The Fan coil unit is in fair condition and is working, however, the following repairs may need to be done; Fan to be refurbished and adjusted, dampers to be cleaned, lubricated and adjusted, unit to be cleaned and controls actuator to be replaced.	
Rank 4	The Fan coil unit is old (more than 25 years of age), is working but is in poor condition and is not cost effective to be repaired. The following issues may exist; the controls are inoperable, the fan has excessive vibration during operation, fan shaft may need to be replaced, dampers are rusted and not working, electric coil or heating coils need to be replaced, space temperature cannot be maintained in severe weather conditions.	
Rank 3	N/A	
Rank 2	The Fan coil unit is very old, in poor condition, not working and is not cost effective to be repaired. One or more of the following issues exist; (Electric coil is burned out, cooling or heating coil is beyond repair and needs to be replaced, fan shaft is broken and fan is not working, the dampers and controls are inoperable and the temperature in the space cannot be maintained).	

Fan Power Box

Item Type	Fan Power Box– Electric Coil Fan Power Box– Hot Water Coil	EA
Notes		
Rank 7	Unit is operating properly and no work is required	
Rank 6	Fan power box is in good condition however, fan needs to be cleaned, bearings need to be lubricated, dampers and controls need to be adjusted, and coil needs to be cleaned	
Rank 5	Fan power box is in fair condition; The following upgrades may be required fan motor needs to be replaced and cleaned, the damper motor may need to be replaced coil needs to be cleaned and fan needs to be lubricated. Not controlled by BAS	
Rank 4	Fan power box is more than 15 years of age, unit is working, however (fan is vibrating during operation, the heater and the damper do not operate properly), unit is not cost effective to be repaired and Space temperatures in the area are maintained.	
Rank 3	N/A	
Rank 2	Fan power box is more than 20 years of age, unit is not working; hot water coil is valve off (leaking), or electric coil is disconnected (elements are burned) damper is not working, fan is not working, unit is not cost effective to be repaired, the temperature in the space cannot be maintained.	

Induction Fan

Item Type		EA
Notes		
Rank 7	Unit is operating properly and no work is required	
Rank 6	Fan is in good condition however, fan needs to be cleaned, bearings need to be lubricated	
Rank 5	Fan is in fair condition; The fan is vibrating during operation (fan needs to be balanced, motor needs to be replaced)	
Rank 4	Fan is not working and is not cost effective to be repaired. Proper supply amount of air when the system is operating in the occupied mode cannot be provided	
Rank 3	N/A	
Rank 2	N/A	

Make Up Air Unit

Item Type	Indoor Mounted- Electric coils Indoor Mounted- Electric coils and chilled water coils Indoor Mounted- Electric coils and DX cooling coils with remote mounted condenser	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however, the following may need to be done; (belts need replacement, fan guard is missing, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed, controls may need to be adjusted).	
Rank 5	Unit is operable, is in fair condition and provides the required make up air temperatures and flows, however, the following issues may exist;(motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, coils may be leaking and should be repaired, controls may need to be adjusted, dampers may need to be repaired).	
Rank 4	Unit is operating, however, the proper make up air temperatures cannot be supplied a unit is in poor condition and is not cost effective to be repaired, Four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, coil(s) is leaking or is valve off, dampers are not fully functional, control valves are not operating properly).	
Rank 3	Unit is in poor condition and not provide the required heated make up air (fan is vibrating due to bent fan shaft, electric coils elements are broken, coils are leaking and are valve off, dampers are not fully opened) and unit is not cost effective to be repaired.	
Rank 2	N/A	

Make Up Air Unit (Continued)		
Item Type	Indoor Mounted- Gas Heating Indoor Mounted- Gas Heating and chilled water coils Indoor Mounted- Gas heating and DX cooling coils with remote condenser	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however, the following may need to be done; (belts need replacement, fan guard is missing, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed, controls may need to be adjusted).	
Rank 5	Unit is operable, is in fair condition and provides the required temperatures and flows in all areas, however, the following issues may exist;(motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, furnace may need to be refurbished, coils may be leaking and should be repaired, controls may need to be adjusted, dampers may need to be repaired). Flue needs minor repair	
Rank 4	Unit is operating, however, the proper make up air temperatures and flows cannot be supplied, unit is in poor condition and is not cost effective to be repaired, Four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, furnace is deteriorated, coil(s) is leaking or is valve off, dampers are not functional, controls are deteriorated and not operating properly). Flue leaking (needs replacement)	
Rank 3	Unit is in poor condition and not provide the required heated make up air c (fan is vibrating due to bent fan shaft, the furnace is substantially deteriorated, coils are leaking and are valve off, dampers are not functional) and unit is not cost effective to be repaired.	
Rank 2	N/A	
Item Type	Indoor Mounted- Hot Water coils Indoor Mounted- Hot Water coils and chilled water coils Indoor Mounted- Hot Water coils and DX cooling coils with remote condenser Indoor Mounted- Dual Temperature coils Indoor Mounted- Steam coils Indoor Mounted- Steam coils and chilled water coils Indoor Mounted- Steam coils and DX cooling coils with remote condenser	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required.	
Rank 6	Unit overall is in good conditions, however, the following may need to be done; (belts need replacement, fan guard is missing, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles are missing or doors need to be gasketed, controls may need to be adjusted).	
Rank 5	Unit is operable, is in fair condition and the proper heated make up air is provided however the following issues may exist;(motor is old and should be replaced with more efficient motor housing walls and fan housings may be deteriorated and plenums need to be sealed, fan may be vibrating during operation and the bearing should be replaced or the shaft aligned, coils may be leaking and should be repaired, controls may need to be adjusted, dampers may need to be repaired).	
Rank 4	Unit is operating, however, the proper amount of heated make up air flows cannot be provided, unit is in poor condition and is not cost effective to be repaired, four or more of the items below exist (fan is vibrating during operation, bearings are deteriorated, housing walls and fan housings are deteriorated and not sealed, coil(s) is leaking or is valve off, dampers are not functional, controls are deteriorated and not operating properly).	
Rank 3	Unit is in poor condition, cannot provide the heated make up air during severe winter condition in all areas served by the unit (fan is vibrating due to bent fan shaft, coils are leaking and are valve off, dampers are not functional) and unit is not cost effective to be repaired.	
Rank 2	N/A	

Make Up Air Unit (Continued)		
Item Type	Roof Mounted- Gas Heating Only Roof Mounted- Electric Heating Only Roof Mounted- Electric and Chilled Water Coils Roof Mounted- Electric and DX Cooling Coil with remote condenser Roof Mounted- Electric and DX Cooling with Self Contained Compressor Roof Mounted- Gas Heating and Chilled Water Coils Roof Mounted- Gas Heating and DX Cooling Coil with remote condenser Roof Mounted- Gas Heating and DX Cooling with Self Contained Compressor Roof Mounted- Dual Temperature coils Ground Mounted- Electric Coils Ground Mounted- Electric and Chilled Water Coils Ground Mounted- Electric and DX Cooling Coil with remote condenser Ground Mounted- Electric and DX Cooling with Self Contained Compressor Ground Mounted- Gas Heating Ground Mounted- Gas Heating and Chilled Water Coils Ground Mounted- Gas Heating and DX Cooling Coil with remote condenser Ground Mounted- Gas Heating and DX Cooling with Self Contained Compressor Ground Mounted- Dual Temperature	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however belts need replacement, Fan guard is missing and should be installed, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles and gaskets are missing and should be installed	
Rank 5	Unit is operable, is in fair condition, the proper amount of heated cooled make up air is supplied and unit is in fair condition however some of the following items listed below may exist: (fan motor needs repair or replacement, Sheet metal housing shows signs of deterioration and should be sealed, Fan bearings are deteriorated and should be replaced, electric coils or gas furnace are not fully functional, control dampers and roof top unit controls need to be repaired. compressors deteriorated, condenser fans deteriorated	
Rank 4	Unit is operable but in poor conditioning and is not cost effective to be repaired, proper amount of heating/cooling make up air is not provided the majority of the items listed below exist (fan motor is very old and not efficient, sheet metal housing deteriorated and plenum not sealed, fan is vibrating during operation, bearings are deteriorated, electric coils or gas furnace are not fully functional, control dampers are not working. One or more compressors not working and condenser fans deteriorated	
Rank 3	Unit is operable, is in poor condition and proper amount of heated/cool make up air flows cannot be provided, (Compressors and condensing fans do not work, Fan is has excessive vibration during high speed (bend shaft or bad bearings), electric coils or gas furnace are not performing properly) and unit is not cost effective to be repaired.	
Rank 2	N/A	

Pool (Dehumidification Unit)

Item Type	Roof Mounted- Electric and DX Cooling with Self Contained Compressor Roof Mounted- Electric and DX Cooling with remote condenser Roof Mounted- Gas Heating and DX Cooling Coil with remote condenser Roof Mounted- Gas Heating and DX Cooling with Self Contained Compressor Roof Mounted- hot water heating and DX Cooling with Self Contained Compressor Roof Mounted- hot water heating and DX Cooling with remote condenser Indoor Mounted- Electric and DX Cooling with remote condenser Indoor Mounted- Steam heating and DX Cooling Coil with remote condenser Indoor Mounted- Hot water heating and DX Cooling with remote condenser	EA
Notes	Note the manufacturer, model number and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however belts need replacement, Fan guard is missing and should be installed, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles and gaskets are missing and should be installed	
Rank 5	Unit is operable, maintains the space temperatures and is in fair condition however some of the following items listed below may exist: (fan motor needs repair or replacement, Sheet metal housing shows signs of deterioration and should be sealed, Fan bearings are deteriorated and should be replaced, coils or gas furnace are not fully functional, control dampers and make up air unit controls need to be repaired.	
Rank 4	Unit is operable but in poor conditioning and is not cost effective to be repaired, space temperatures in the areas served by the unit during the winter are maintained however the majority of the items listed below exist (fan motor is very old and not efficient, sheet metal housing deteriorated and plenum not sealed, fan is vibrating during operation, bearings are deteriorated, coils and gas furnace are not fully functional, control dampers are not working.	
Rank 3	Unit is operable, is in poor condition and proper space temperatures in the area served by the unit during the winter cannot be maintained, (Fan has excessive vibration during high speed (bend shaft or bad bearings), heating coils or furnace are not performing properly) and unit is not cost effective to be repaired.	
Rank 2	Unit is inoperable, is in poor condition and space temperatures of the areas served by the unit cannot be maintained and major issues exist (fan blades are missing, fan shaft is bent or broken, (electric heating coils, steam coils, hot water coil or gas furnace is inoperable) and unit is not cost effective to be repaired.	

Reheat Boxes

Item Type	Reheat Boxes with Hot Water Coils Reheat Boxes with Steam Coils	EA
Notes		
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and controls adjusted, coils need to be cleaned	
Rank 5	Reheat box zone dampers linkages need to be adjusted, averaging thermostat replace, and actuators need to be replaced, CU replaced	
Rank 4	Reheat box is in poor condition (re-heat box sheet metal and supports are deteriorated and zone dampers and coils are not working properly. Majority of the coils are valve off, classroom temperatures cannot be maintained in design outside air temperatures)	
Rank 3	N/A	
Rank 2	N/A	

Return Duct Work

Item Type	Return Duct Work for Built Up Air Handling Units	LF
Notes	Note: The return duct work for each built up air handling unit must be listed and ranked separately [Measuring Instruction: Overall length of horizontal and vertical return ductwork on roof (independent of cross-sectional area). Provide photo of equipment name plate.	
Rank 7	Full return system including a return fan is provided no additional work is required	
Rank 6	insulation of return duct work is deteriorated and needs repair or masonry return duct needs to be tack pointed	
Rank 5	System needs to be rebalanced	
Rank 4	NO return duct work or return masonry shaft has been installed from the attic to the fan intake plenum and the fresh air intake is located on the ground. A new return duct or masonry shaft from the fan intake to the roof needs to be created (build). No return system is provided that returns the air from the attic or roof, however, the fresh air serving the air handling unit is provided from the roof. A return shaft is available to create a return system, return fan is not installed.	
Rank 3	N/A	
Rank 2	N/A	

Return Fan

Item Type	Return Fans – Indoor in-line or centrifugal type Return Fans – Outdoor in-line or centrifugal type	EA
Notes	Provide photo of equipment name plate.	
Rank 7	Fan is in good condition. No work is required	
Rank 6	Fan is in good condition, however, bearings need to be lubricated, fan needs to be cleaned, and belts need to be replaced	
Rank 5	Fan is in fair condition however the following issues may exist: motor may need replacement, fan bearings and belts need replacements, no local disconnect.	
Rank 4	Fan is more than 25 years of age is working but is in poor condition and is not cost effective to be repaired (fan housing is rusted, fan is vibrating during operation, motor is running hot during operation)	
Rank 3	Fan is more than 25 years of age, is not working and is not cost effective to be repaired, (fan motor disconnected, fan blades are broken, fan shaft is bend, fan housing deteriorated)	
Rank 2	N/A	

Roof Top Unit

Item Type	Multi Zone-Roof Mounted - Electric Heating and self-contain cooling Multi Zone- Roof Mounted- Gas Heating and self-contain cooling Multi Zone-Ground Mounted- Electric Heating and self-contain cooling Multi Zone- Ground Mounted- Gas Heating and self-contain cooling Single Zone- Roof Mounted- Electric Heating and self-contain cooling Single Zone- Roof Mounted- Gas Heating and self-contain cooling Single Zone- Ground Mounted- Electric Heating and self-contain cooling Single Zone- Ground Mounted- Gas Heating and self-contain cooling	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however belts need replacement, Fan guard is missing and should be installed, bearings need to be lubricated, coils need to be cleaned, filters need to be replaced, doors handles and gaskets are missing and should be installed	
Rank 5	Unit is operable, is in fair condition, maintains the space temperatures and is in fair condition however some of the following items listed below may exist: (fan motor needs repair or replacement, Sheet metal housing shows signs of deterioration and should be sealed, Fan bearings are deteriorated and should be replaced, electric coils or gas furnace are not fully functional, control dampers and roof top unit controls need to be repaired. compressors deteriorated, condenser fans deteriorated.	
Rank 4	Unit is operable but in poor conditioning and is not cost effective to be repaired, space temperatures in the areas served by the unit are maintained both during the summer and winter however the majority of the items listed below exist (fan motor is very old and not efficient, sheet metal housing deteriorated and plenum not sealed, fan is vibrating during operation, bearings are deteriorated, electric coils or gas furnace are not fully functional, control dampers are not working. One or more compressors not working and condenser fans deteriorated	
Rank 3	Unit is operable, is in poor condition and proper space temperatures in some areas served by the unit during the summer and winter cannot be maintained, (Compressors and condensing fans do not work, Fan has excessive vibration during high speed (bend shaft or bad bearings), electric coils or gas furnace are not performing properly) and unit is not cost effective to be repaired.	
Rank 2	Unit is inoperable, is in poor condition, space temperatures of the areas served by the unit cannot be maintained and the major issues may exist (fan blades are missing, fan shaft is bent or broken, compressors are inoperable, electric heating coil or gas furnace is inoperable) and unit is not cost effective to be repaired	

VAV Box

Item Type	VAV Box – Electric Coil VAV Box – Hot Water Coil	EA
Notes		
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and controls adjusted	
Rank 5	The coil and damper need to be repaired, no access to clean coil	
Rank 4	VAV box is more than 20 years of age, VAV box is working, however, the heater and the damper do not operate properly, unit is not cost effective to be repaired, and unit cannot maintain the proper temperatures in the area.	
Rank 3	VAV box is more than 20 years of age, VAV box is not working unit is not cost effective to be repaired, unit cannot maintain the proper temperatures in the area.	
Rank 2	N/A	

Zone Dampers

Item Type		EA
Notes		
Rank 7	Zone damper is in good condition and no work is required	
Rank 6	Zone dampers need to be lubricated and linkages adjusted. Responds to BAS	
Rank 5	Zone damper is working but the blades need to be repaired (straitening), linkages need to be adjusted and lubricated. No BAS control	
Rank 4	Zone damper is rusted and partially opens temperature in the space served by the zone dampers cannot be maintained in severe weather conditions. The damper is not cost effective to be repaired.	
Rank 3	Dampers are rusted and do not move (open or close). The damper is not cost effective to be repaired. The temperature in the space served by the zone dampers cannot be maintained	
Rank 2	N/A	

BOILER SYSTEM

Group Notes: Each type of boiler assembly is listed under multiple sizes as appropriate. Record the correct size. Boiler auxiliaries and ancillary systems are each listed separately and should be assessed separately.

Boiler

Item Type	Condensing- Hot Water Non-Condensing- Water Tube-Flexible Tube- Atmospheric or Force Draft- Steam or Hot Water Non-Condensing- Cast Iron-Flexible Tube- Atmospheric or Force Draft- Steam or Hot Water Non-Condensing- Fire Tube- Steam or Hot Water- Low Pressure Non-Condensing- Fire Tube- Hot Water- High Pressure Non-Condensing- Electric- Steam or Hot Water Non-Condensing- Fire Tube- Steam- High Pressure	EA
Notes	Note the manufacturer, model number, capacity and years build must be listed. Each boiler should be ranked separately unless they are the same capacity year and condition. CRITICAL NOTE: In the event that only one boiler is installed, the condition of the single boiler must be accurately assessed and ranked and in the comment column list if the boiler is providing supplemental heating only.	
Rank 7	Boiler(s) is in good operating condition and the water chemistry is maintained.	
Rank 6	Boiler(s) major components are operating properly and the burner and or controls need to be adjusted.	
Rank 5	Boiler shell is in good operating condition; however, the boiler needs major repairs. The controls may need to be replaced, the burner may need to be replaced, and boiler tubes may need to be replaced. No automatic boiler control	
Rank 4	Only one boiler is operational and the other boiler is in poor condition and is not cost effective to be repaired (boiler shell is leaking, a large number of tubes are leaking, burner needs to be repaired, and controls are deteriorated and need replacement)	
Rank 3	All boilers are in poor condition and are not cost effective to be repaired (boiler shell is leaking, a large number of tubes are leaking, the burner is inoperable, controls are deteriorated)	
Rank 2	One of the boilers is not working and cannot be repaired. The other boiler is operational however is in poor condition and is not cost effective to repair the boiler (boiler shell is leaking, a large number of tubes is leaking, the burner is inoperable, and controls are deteriorated)	
Rank 1	None of the boilers are operating and is not cost effective to be repaired	

Boiler Auxiliaries

Item Type	Non-Condensing- Water Tube-Flexible Tube- Atmospheric or Force Draft- Steam or Hot Water Non-Condensing- Cast Iron-Flexible Tube- Atmospheric or Force Draft- Steam or Hot Water Non-Condensing- Fire Tube- Steam or Hot Water- Low Pressure Non-Condensing- Fire Tube- Hot Water- High Pressure Non-Condensing- Electric- Steam or Hot Water Condensing- Hot Water Non-Condensing- Fire Tube- Steam- High Pressure	EA
Notes		
Rank 7	The boiler auxiliaries are in good condition	
Rank 6	Valves need to be adjusted, breaching and flue needs to be cleaned, insulation needs to be repaired	
Rank 5	Valves leaks externally or breaching and flue need repairs and new insulation needs to be installed or existing to be replaced	
Rank 4	Valves are leaking externally and the flue and breaching shows signs of excessive corrosion	
Rank 3	Boiler isolation valves do not fully open and the boiler cannot provide the full capacity to maintain proper space temperatures. Major issue of piping causing boiler issues	
Rank 2	Breaching and flues show signs of corrosion and appear that they are leaking (products of combustion are not acceptable in the boiler room).	
Rank 1	Boiler flue or breaching is disconnected and must be repaired	

Chemical Feed System

Item Type		EA
Notes		
Rank 7	Chemical Feed is in good condition and proper chemistry is maintained in the boiler.	
Rank 6	Chemical feed is operable, however, the controls need to be adjusted	
Rank 5	Chemical feed system operates, but the system needs repairs (pump is cavitating, controls need adjustment). Pump needs to be repaired	
Rank 4	Chemical feed system is inoperable (pump is not working, controls are not working). Chemical is poured manually to the boiler feed water tank	
Rank 3	N/A	
Rank 2	N/A	

Chemical Pot Feeder

Item Type	Chemical Pot Feeder for both the hot water boiler and the chilled water system	EA
Notes		
Rank 7	Chemical Feed is in good condition and proper chemistry is maintained in the boiler	
Rank 6	Chemical pot feeder needs to be cleaned and tagged	
Rank 5	Chemical feed is leaking and should be repaired	
Rank 4	Chemical pot feeder is deteriorated and is leaking substantially	
Rank 3	N/A	
Rank 2	N/A	

Combustion Dampers

Item Type		EA
Notes		
Rank 7	Combustion damper is in good operating condition. No work is required	
Rank 6	Combustion damper controls are not working properly, the damper needs to be cleaned, and the linkages adjusted, the bearing lubricated,	
Rank 5	Combustion damper controls are not working properly. (Damper motor is deteriorated and needs to be replaced or the damper is rusted and the linkages need to be replaced, however, this does not affect boiler operation	
Rank 4	Combustion damper does not fully open when the boiler is operating to provide the proper amount of combustion for proper boiler operation. Actuators do not work and need to be replaced or damper is rusted and does not open	
Rank 3	Combustion intake damper is inoperable and has failed in the open position the proper amount of combustion air is provided the boiler is operating and maintains the building temperatures, Actuators do not work and need to be replaced or damper is rusted and does not open	
Rank 2	Boiler cannot be properly fired due to lack of combustion, combustion dampers are closed. Boiler is operating by opening the outside windows or the boiler room doors to the building are kept open. Actuators do not work and need to be replaced or damper is rusted and does not open	

Forced Combustion (Provided by a Make-up Air Unit)

Item Type		EA
Notes		
Rank 7	Make up air unit providing the combustion for the boilers is in good operating condition. No work is required.	
Rank 6	make up air unit controls are not working properly, the fan bearing need to be lubricated, the make-up air unit belts need to be adjusted or replaced	
Rank 5	Make up air unit providing the combustion for the boilers is not working properly. (fan motor in the make-up air unit is vibrating and needs to be replaced), however, this does not affect boiler operation	
Rank 4	Make up air unit providing the combustion for the boilers is working but is in poor condition and is not providing the required combustion for proper boiler operation. It is not cost effective to repair the make-up unit	
Rank 3	Make up air unit providing the combustion for the boilers is operable but the proper amount of combustion air is not provided, however, the boiler is operating and maintains the building temperatures when the boiler room doors are kept open or the boiler room windows are opened.	
Rank 2	Boiler cannot be properly fired due to lack of combustion air make-up air unit providing the combustion for the boilers is inoperable Boiler is operating by opening the outside windows, or the boiler room doors to the building are kept open.	

Feed Water Pumps and Tank

Item Type		EA
Notes	Tank and pumps shall be listed and ranked as an assembly, usually, there are 4 pumps (two pumps per boiler) or three pumps one pump per boiler and one redundant pump to be used for either boiler manually	
Rank 7	Unit is operating properly and no work is required	
Rank 6	Feed water pumps need minor refurbishment (Bearings need to be cleaned and lubricated, controls need to be adjusted, seals need to be provided at the pumps	
Rank 5	Feed water pump is leaking and needs to be repaired or motors need to be replaced and the pumps and controls need to be refurbished, or the tank is leaking and needs to be repaired. Tank overflow (too small or other issues).	
Rank 4	Feed water pumps and tank are in poor condition and is not cost effective to repair the pumps and tank, however, proper amount of water is supplied to the boilers and the boilers are operating without any problem.	
Rank 3	Feed water pumps and tank are in poor condition and is not cost effective to repair the pumps and tank, Each of the redundant pumps is not working and the stand by pump cannot provide the proper amount of water during severe weather conditions	
Rank 2	N/A	
Rank 1	All the pumps are not working and are unable to provide water to the boiler	

Gas Boosters

Item Type		EA
Notes		
Rank 7	Unit is operating properly and no work is required	
Rank 6	Adjustments are required in the controls and the unit needs to be cleaned and lubricated	
Rank 5	Booster shows signs of deterioration; however, the proper gas pressure for boiler operation is maintained. Booster no longer needed.	
Rank 4	Booster is deteriorated and cannot supply proper gas pressure for proper boiler operation, however, the boiler maintains the proper temperature of the building. Gas booster is not cost effective to be repaired	
Rank 3	N/A	
Rank 2	N/A	
Rank 1	Booster is not working is in poor condition and the boilers cannot be started up. Gas booster is not cost effective to be repaired	

Steam Trap

Item Type	All types of steam traps present	EA
Notes	General condition of all traps	
Rank 7	Traps are in good condition, no need for repairs or replacement	
Rank 6	Traps in general cleaning and routine maintenance	
Rank 5	Traps are in fair condition, with only minor repairs needed	
Rank 4	Traps in need of major repairs and full system inspection	
Rank 3	Traps in need of major replacement program	
Rank 2	N/A	

Water Fill System

Item Type	Make-up water from domestic system	EA
Notes		
Rank 7	System in good condition, no issues	
Rank 6	System working properly, Backflow preventer in need of inspection	
Rank 5	System functional, but in poor condition. No meter present or lack of valving to isolate.	
Rank 4	No BFP or meter in fill system	
Rank 3	Fill system by hand, need replacement of automatic piping.	
Rank 2	N/A	

HEAT EXCHANGER

Heat Exchanger

Item Type	Steam to Hot Water Plate Type Steam to Hot Water Shell Type Water to Water Plate Type Water to Water Shell Type	EA
Notes		
Rank 7	Heat exchanger is in good condition	
Rank 6	Heat exchanger and pump need to be cleaned, controls adjusted, pump motor may need to be replaced	
Rank 5	Heat exchanger plates or plates are leaking, pump needs to be refurbished	
Rank 4	Heat exchanger is operating, however, it is significantly deteriorated and should be replaced (rusted, leaking) and is not cost effective to be repaired. Control by hand only.	
Rank 3	Heat exchanger is unable to sufficiently keep up with heat demand (due to leakage/pump cavitation/vibration)	
Rank 2	N/A	

HEATING DEVICES

Coils

Item Type	Cabinet Heaters– Hot Water Coils Cabinet Heaters– Steam Coils Duct Heater; steam coil Duct heater; hot water coil	EA
Notes	If the cabinet heater or duct heater is valved off or capped and the unit is not needed to heat the space do not list or rank the unit. [Measuring Instruction: Overall horizontal length of fin tube heaters (independent of enclosure type or rows of fin tube).]	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and controls adjusted	
Rank 5	The unit is in fair condition and needs to be refurbished, fan is vibrating and needs replacement, controls are not working and need to be repaired, heating coil is very dirty and needs to be decreased and cleaned, and Cabinet needs to be electrostatically painted	
Rank 4	Heater is old and in poor condition and is not cost effective to refurbish. Front cover is missing, fan is vibrating during operation, Coil has been repaired many times and many fins are missing, Space temperatures are maintained	
Rank 3	Fan not operating	
Rank 2	Heater is more than 20 years of age and is not working, unit is in poor condition and is not cost effective to be refurbished (coil is leaking and fan is not working) and the temperature in the space cannot be maintained.	

Fin Tube

Item Type	Fin Tube- Steam	LF
Notes	If the fin tube is valved off or capped and the unit is not needed to heat the space do not list or rank the unit. [Measuring Instruction: Overall horizontal length of fin tube heaters (independent of enclosure type or rows of fin tube).]	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition, however, needs to be cleaned and steam trap repair and adjusted, cover repair needed	
Rank 5	Unit is working, however, there is no temperature control (steam trap is not functional and need to be repaired. Add Danfoss valve, cover replacement needed	
Rank 4	Unit is working, however, the coil leaks and the unit cannot be controlled (valves cannot be isolated and steam trap leaks). Space temperatures are maintained.	
Rank 3	Unit is isolated due to leaks. Space temperatures are maintained with portable heaters	
Rank 2	N/A	
Item Type	Fin Tube- Water	LF
Notes	If the fin tube is valved off or capped and the unit is not needed to heat the space do not list or rank the unit. [Measuring Instruction: Overall horizontal length of fin tube heaters (independent of enclosure type or rows of fin tube).]	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition, however, needs to be cleaned and the isolation valve needs to be repaired, cover repair needed	
Rank 5	Unit is working, however, there are no temperature controls (coils should be cleaned and the temperature control valve should be installed). Add Danfoss valve, cover replacement needed	
Rank 4	Radiator is working, however, the coil leaks and the unit does not have temperature controls (isolation valve needs to be repaired).	
Rank 3	Unit is isolated due to leaks. Space temperatures are maintained with portable heaters	
Rank 2	N/A	

Fin Tube (Continued)		
Item Type	Fin Tube- Electric	LF
Notes	If the fin tube is valve off/and or capped and the unit is not needed to heat the space do not list and rank the unit. [Measuring Instruction: Overall horizontal length of fin tube heaters (independent of enclosure type or rows of fin tube).]	
Rank 7	Unit is operating properly and no work is required	
Rank 6	Unit is operating and the overall unit appearance is good, however, the fin tubes need to be cleaned and the controls adjusted , cover repair needed	
Rank 5	Unit condition is fair, coil elements need replacement, and unit needs to be electrostatically painted. Add Danfoss valve, cover replacement needed	
Rank 4	Unit is operating, however the coils are not performing 100%, covers are damaged and the overall unit appearance is poor. Space temperatures are maintained	
Rank 3	Unit is not working and space temperatures are maintained with portable units	
Rank 2	N/A	

Furnaces (Gas/ Natural Draft)

Item Type		EA
Notes		
Rank 7	Furnace is in good operating condition and no work is required	
Rank 6	Furnace is operating properly and only some minor adjustments are required	
Rank 5	Furnace is in fair operating condition; however, the burner may need to be replaced and the controls upgraded.	
Rank 4	Furnaces are working but are in poor condition and are not cost effective to be repaired (burner needs to be repaired, controls are deteriorated and need replacement, the heat exchanger is in poor condition)	
Rank 3	One of the furnaces is not working and cannot be repaired. The other furnace is operational however is in poor condition and is not cost effective to repair (casing deteriorated, controls are obsolete and do not work, fan is vibrating)	
Rank 2	None of the furnaces are operating. The furnaces are in disrepair (heat exchanger damaged) and are not cost effective to repair the furnaces	

Point of Use Heaters (Electric)

Item Type	Cabinet Heaters with Electric Coils Electric Duct heater Electric wall heaters	EA
Notes	If the heaters are disconnected and the unit is not needed to heat the space do not list and rank the unit	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and controls adjusted	
Rank 5	The unit is in fair condition and needs to be refurbished, fan is vibrating and needs replacement, and controls are not working and need to be repaired	
Rank 4	Heater is old and in poor condition and is not cost effective to refurbish. Front cover is missing, fan is vibrating during operation, some of the coil elements are not working Space temperatures are maintained	
Rank 3	Fan not operating	
Rank 2	Heater is more than 20 years of age and is not working, unit is in poor condition and is not cost effective to be refurbished (coil and fan are not working) and the temperature in the space cannot be maintained.	

Radiator Panels

Item Type		EA
Notes		
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however the control valve needs to be adjusted or repaired	
Rank 5	Unit is working, however, there are no temperature controls (temperature control valve should be installed)	
Rank 4	Unit is working, however, the coil leaks and the unit does not have temperature controls (isolation valve needs to be repaired).	
Rank 3	Unit is isolated due to leaks. Space temperatures are maintained with portable heaters	

Rank 2	N/A
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Radiators

Item Type	Steam Radiator	EA
Notes	If the radiator is valved off or capped and the unit is not needed to heat the space do not list or rank the unit	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition, however, needs to be cleaned, painted and steam trap repair and adjusted	
Rank 5	Unit is working, however, there is no temperature control (steam trap is not functional and need to be repaired	
Rank 4	Unit is working, however, the coil leaks and the unit cannot be controlled (valves cannot be isolated and steam trap leaks). Space temperatures are maintained.	
Rank 3	Unit is isolated due to leaks. Space temperatures are maintained with portable heaters	
Rank 2	N/A	
Item Type	Hot Water Radiator	EA
Notes	If the radiator is valved off or capped and the unit is not needed to heat the space do not list or rank the unit	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition, however, needs to be cleaned, painted and isolation valve needs to be repaired	
Rank 5	Unit is working, however, there are no temperature controls (coils should be cleaned and the temperature control valve should be installed)	
Rank 4	Radiator is working, however, the coil leaks and the unit does not have temperature controls (isolation valve needs to be repaired).	
Rank 3	Unit is isolated due to leaks. Space temperatures are maintained with portable heaters	
Rank 2	N/A	

Under Floor Heating- Hot Water

Item Type		EA
Notes	If the system is disconnected and is not needed to heat the space do not list or rank the system.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and controls adjusted	
Rank 5	System is in fair condition and pumps need to be replaced, however, no leaks exist in the under floor lines. Proper space temperatures are maintained	
Rank 4	System is more than 20 years of age and is not working, the under floor tubing are leaking and system disconnected and is not cost effective to be repaired the temperature in the space cannot be maintained properly	
Rank 3	N/A	
Rank 2	N/A	

Unit Heater

Item Type		EA
Notes	If the unit heater is disconnected and the unit is not needed to heat the space do not list or rank the unit.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and controls adjusted	
Rank 5	The unit is in fair condition and needs to be refurbished, fan motor is vibrating and needs replacement, and controls are not working and need to be repaired	
Rank 4	Heater is old and in poor condition and is not cost effective to refurbish. Front cover is missing, fan is vibrating during operation, some of the coil elements are not working, and burner is not properly firing. Proper space temperatures are maintained	
Rank 3	N/A	
Rank 2	Heater is more than 20 years of age and is not working, unit is in poor condition and is not cost effective to be refurbished (coil/ burner and fan is not working) and the temperature in the space cannot be maintained.	

Wall Heater

Item Type		EA
Notes	If the wall heater is disconnected and the unit is not needed to heat the space do not list or rank the unit	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and controls adjusted	
Rank 5	The unit is in fair condition and needs to be refurbished, fan is vibrating and needs replacement, and controls are not working and need to be repaired	
Rank 4	Heater is old and in poor condition and is not cost effective to refurbish. Front cover is missing, fan is vibrating during operation, some of the coil elements are not working Space temperatures are maintained	
Rank 3	N/A	
Rank 2	Heater is more than 20 years of age and is not working, unit is in poor condition and is not cost effective to be refurbished (coil and fan are not working) and the temperature in the space cannot be maintained.	

MECHANICAL PIPING/PUMPS

Piping

Item Type	Condensate Piping Hydronic Supply and Return Piping Steam Piping	LF
Notes	[Measuring Instruction: Overall length of horizontal and vertical piping (independent of pipe diameter).]	
Rank 7	The pipes appear to be in good condition and no problems have been reported	
Rank 6	Labeling of the lines and valves is required. Minor insulation repairs.	
Rank 5	There are few pipe clamps installed on the horizontal runs (not at the piping connection). Major insulation repairs.	
Rank 4	40+ years but functional. No active issue	
Rank 3	Pipes are more than 40 years of age and there are many pipe clamps installed on the horizontal runs. Active leaks/issues.	
Rank 2	Most pipes from original building with many active leaks/issues. Need full replacement.	

Pumps

Item Type	Condensate Pumps	EA
Notes	Tank and pumps shall be listed and ranked as an assembly. Usually, there are two pumps per each condensate tank	
Rank 7	Pumps are in good operating condition	
Rank 6	Pump is operating, however, the pump needs some maintenance (Controls need adjustment, pump seals need to be replaced, the pump overall needs to be cleaned and lubricated)	
Rank 5	Pumps is OK. Collection basin leaks and need repair/replace.	
Rank 4	Pumps are operating poorly (pump is vibrating during operation, the pump tank is leaking, the pump seals are leaking) and need major repair	
Rank 3	Pumps are in poor condition and are not cost effective to be repaired. Pumps cannot keep up with all the condensate flow during severe outside temperature conditions and the water is discharged on the floor. Make up water is required to be provided to the boiler	
Rank 2	Condensate pump system is not working; boiler is dependent on make-up water for operation	

Pumps (Continued)		
Item Type	Vacuum Pumps	EA
Notes	Tank and pumps shall be listed and ranked as an assembly. Usually, there are two vacuum pumps and two condensate pumps per each condensate tank.	
Rank 7	Pumps and tank is in good operating condition	
Rank 6	Pumps are operating, however, the pumps need some maintenance (Controls need adjustment, pump seals need to be replaced, pump overall needs to be cleaned and lubricated)	
Rank 5	Pumps is OK. Collection basin leaks and need repair/replace.	
Rank 4	Pumps are operating poorly (pump is vibrating during operation, the pump tank is leaking, the pump seals are leaking) and need major repairs	
Rank 3	Pumps are in poor condition and are not cost effective to be repaired. Pump cannot keep up with all the condensate flow during severe outside temperature conditions and the water is discharged on the floor. Make up water is required to be provided to the boiler	
Rank 2	Pump system is not working; boiler is dependent on make-up water for operation	
Item Type	Hot Water Pumps Dual Temperature Pumps	EA
Notes	Provide photo of equipment name plate.	
Rank 7	Pumps are in good operating condition and no work is required	
Rank 6	Pump bearings need to be lubricated and controls adjusted	
Rank 5	Pumps require repairs (pumps are cavitating during operation)	
Rank 4	One pump is not working or all primary pumps show signs of significant wear (the pumps are leaking, the motor is running hot during operation) and are not cost effective to be repaired	
Rank 3	All primary pumps are not working.	
Rank 2	N/A	
Item Type	Pumps Dual Temperature or Hot Water	EA
Notes	Provide photo of equipment name plate.	
Rank 7	Pumps are in good operating condition and no work is required	
Rank 6	Pump bearings need to be lubricated and controls adjusted	
Rank 5	Pumps require repairs (pumps are cavitating during operation or are significantly deteriorated). Seals motor	
Rank 4	Pump is not working and is not cost effective to be repaired	
Rank 3	All primary pumps are not working.	
Rank 2	N/A	
Item Type	Chilled Water Pump Condenser Water Pump	EA
Notes	Provide photo of equipment name plate.	
Rank 7	Pumps are in good operating condition and no work is required	
Rank 6	Pump bearings need to be lubricated and controls adjusted	
Rank 5	Pumps require repairs (pumps are cavitating during operation). Seals motor	
Rank 4	One pump is not working or all primary pumps show signs of significant wear (the pumps are leaking, the motor is running hot during operation) and are not cost effective to be repaired	
Rank 3	All primary pumps are not working.	
Rank 2	N/A	

TEMPERATURE CONTROL

DDC System

Item Type		SF
Notes	If possible, list the DDC manufacturer, model number, system installed year in the "remarks" field.	
Rank 7	DDC controls are fully functional and the dampers actuator, valves etc. are in good operating condition and the system is properly operating in the occupied and unoccupied mode, the economizer system works and the space temperatures are maintained	
Rank 6	DDC controls are working, however (control adjustments are required, dampers actuator and valve actuators need adjustments and dampers actuators need to be cleaned and lubricated, some sensors require replacement and some require adjustments, some thermostats need replacements and others need adjustments). Update software.	
Rank 5	DDC controls are less than 15 years of age and need to be upgraded; The following upgrades may be required (upgrade the software, damper actuator and valve actuators need replacements, some temperature sensors require replacement, some adjustments are required in the DDC control front ends economizer mode of operation and in the non-occupied mode of operation, some thermostats need replacements and adjustments are required in the thermostats). Front-end replacement or upgrade.	
Rank 4	Controls are old (more than 20 years of age) and are not cost effective to be repaired. The following issues exist; (Most damper and valve actuators are not working, sensors are not responding, most dampers and valve actuators are operating in the manual mode, controls are operating in manual mode)	
Rank 3	N/A	
Rank 2	Controls are very old (more than 20 years of age) and are not cost effective to be repaired. The following issues exist; none of the controls work (damper and valve actuators are not working, sensors are not responding, controls are operating in manual mode) and the temperature in the spaces cannot be maintained.	

Electric Controls System

Item Type		SF
Notes		
Rank 7	The electric controls are in good operating condition. No work is required	
Rank 6	The electric controls are in good condition however adjustments are required in the thermostats and actuators. Repair casing.	
Rank 5	The electric controls are in fair condition, however, a large number of actuators do not work properly and need to be replaced, controls sensors may need to be replaced	
Rank 4	The majority of the controls do not work. (Damper and valve actuators are not working and dampers and valves are adjusted manually and space temperatures are not maintained properly).	
Rank 3	N/A	
Rank 2	N/A	

Hybrid (Pneumatic/DDC System)

Item Type		SF
Notes	If possible, list the DDC manufacturer, model number, system installed year in the "remarks" field.	
Rank 7	The control system is in good operating condition. No work is required	
Rank 6	Controls are in good condition, however, adjustments are required to the actuators and/or dampers, compressor and dryer needs to be cleaned and adjusted (Pneumatic), some sensors require replacement (DDC), possible software update (DDC).	
Rank 5	Controls are in fair condition, however, oil or air leaks exist in the pneumatic lines (Pneumatic), the DDC controls are less than 15 years of age and the front-end may require replacement or upgrade.	
Rank 4	Controls are in poor condition and it is not cost effective for the system to be repaired. Full replacement recommended. Most controls are operating in manual mode.	
Rank 3	Controls are very old and in poor condition. It is not cost effective for the system to be repaired. Full replacement required. The following issues may exist; none of the controls work (damper and valve actuators are not working, sensors are not responding, controls are operating in manual mode and the temperature in the spaces cannot be maintained).	
Rank 2	N/A	

Pneumatic System

Item Type		SF
Notes		
Rank 7	The pneumatic control system is in good operating condition. No work is required	
Rank 6	The pneumatic controls are in good condition however adjustments are required in the pneumatic actuators and damper linkages, the system needs to be cleaned and compressor and dryer needs to be cleaned and adjusted	
Rank 5	The pneumatic system is in fair condition, however air leaks exist in the pneumatic lines or the pneumatic lines are contaminated with oil from the compressor, a large number of actuators do not work properly and need to be replaced, refrigerated dryer does not work. All lines need to be flashed and the leaks repaired. Compressor and air dryer needs to be replaced	
Rank 4	Pneumatic controls are in poor condition; any of the following may exist (a large number of damper and valve actuators are not working and adjusted manually, sensors are not responding, controls are operating in manual mode, pneumatic lines are leaking and the compressor works continuously and cannot maintain the air pressure required)	
Rank 3	The majority of the pneumatic controls do not work. (Damper and valve actuators are not working and dampers and valves are adjusted manually not all sensors are working and there are many air leaks in the pneumatic lines and space temperatures are not maintained properly).	
Rank 2	N/A	

Thermostats

Item Type	Thermostats – DDC Thermostats – Electric	EA
Notes		
Rank 7	Thermostat is in good condition	
Rank 6	Thermostat needs to be calibrated. Replace casing	
Rank 5	N/A	
Rank 4	Thermostat is not working and is not providing a signal to control the room temperature. Thermostat cannot be refurbished	
Rank 3	N/A	
Rank 2	N/A	
Item Type	Thermostats - Pneumatic	EA
Notes		
Rank 7	Thermostat is in good condition	
Rank 6	Thermostat needs to be calibrated. Replace casing	
Rank 5	Refurbish thermostat and line as needed.	
Rank 4	Thermostat is not working and or is contaminated with oil and cannot be refurbished	
Rank 3	N/A	
Rank 2	N/A	

UNIT VENTILATORS

Unit Ventilators

Item Type	<p>Floor Mounted- Electric Heating only Floor Mounted- Electric Heating and DX cooling coil with self-contain compressor Unit Ventilators Floor Mounted- Electric Heating and DX cooling coil with remote mounted compressor Floor Mounted-Hot water heating coil only Floor Mounted- Hot water and Chilled Water coils Floor Mounted- Hot water with DX cooling coil and with self-contain compressors Floor Mounted- Hot water with DX cooling coil and remote mounted compressors Floor Mounted- Steam heating coil only Floor Mounted- Steam heating coil and Chilled water coils Floor Mounted- Steam heating coil and DX cooling coil with self-contain compressors Floor Mounted- Steam heating coil and DX cooling coil with remote mounted compressors Floor Mounted- Dual Temperature coils (Hot/Chilled) water Ceiling Mounted- Electric Heating only Ceiling Mounted- Electric heating and DX cooling coil with self-contain compressor Unit Ventilators Ceiling Mounted- Electric Heating and DX cooling coil with remote mounted compressor Ceiling Mounted- Hot water heating coil only Ceiling Mounted- Hot water and Chilled Water coils Ceiling Mounted- Hot water with DX cooling coil and with self-contain compressors Ceiling Mounted- Hot water with DX cooling coil and remote mounted compressors Ceiling Mounted- Steam heating coil only Ceiling Mounted- Steam heating coil and Chilled water coils Ceiling Mounted- Steam heating coil and DX cooling coil with self-contain compressors Ceiling Mounted- Steam heating coil and DX cooling coil with remote mounted compressors Ceiling Mounted- Dual Temperature coils (Hot/Chilled) water</p>	EA
Notes	Each unit needs to be evaluated. Do not average the ranking. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however the unit needs minor repairs. Unit needs to be cleaned, fan and damper linkages and motors need to be lubricated, compressor needs to be cleaned and refrigerant added, damper linkages and controls need to be adjusted	
Rank 5	Unit ventilator is in fair condition and the unit is working, however, the following repairs may need to be done; Fan to be refurbished and adjusted, dampers to be cleaned, lubricated and adjusted, unit to be cleaned, refrigerants to be added, compressor to be replaced, controls to be replaced. No ability to properly clean unit coils.	
Rank 4	The unit ventilator is old (more than 25 years of age), is working but is in poor condition and is not cost effective to be repaired. The following issues may exist; the controls are inoperable, the fan has excessive vibration during operation, fan shaft may need to be replaced, dampers are rusted and not working, electric coil or heating coils need to be replaced, compressor may need to be replaced, space temperature cannot be maintained in severe weather conditions.	
Rank 3	N/A	
Rank 2	The unit ventilator is very old is in poor condition, is not working and is not cost effective to be repaired. One or more of the following issues exist; (Electric coil is burned out, cooling or heating coil is beyond repair and needs to be replaced, fan shaft is broken and fan is not working, the dampers and controls are inoperable, compressor is inoperable and the temperature in the space cannot be maintained).	

ELECTRICAL

The Electrical systems is grouped into the following categories, each with associated subcategories (if applicable):

EMERGENCY SYSTEM

- Automatic Transfer Switch
- Emergency AC Power
- Emergency Battery Packs
- Emergency Generators
- Exit Signs
- Security System
- UPS

MAIN SERVICE

- Independent Service for Emergency Power
- Main Electrical Service- Non Live Front
- Main Electrical Service- Live Front Switch Gear
- Public Address System

POWER DISTRIBUTION

- Lighting and Power Panels
- Main Distribution Panels
- Transformers

ELECTRICAL ITEMS AND RANKINGS

To enhance reporting and planning analysis, each item assessed must be assigned a “Reason” (used to further describe the observed condition) and a “Priority Replacement” (used to define the recommended time period for full replacement). These are applied manually by the assessor (within the FACTs tool), below are the possible selections for each category:

REASON

Life/Health/Safety	This priority describes a condition that needs to be repaired/replaced immediately in order to return a facility to safe operation.
Failing/Damaged	Refers to items that have failed (or are failing), or items for which the observed damage is significant and likely to compromise performance.
Obsolete	Refers to items no longer manufactured for which replacement parts have become difficult to obtain.
Beyond Service Life	Includes items that are operational, however, are considered for replacement because they have reached the end of their service life.
Normal/Within Life Cycle	Refers to items that are within the normal maintenance and general upkeep of the facility.

Note: The “Reason” for ranks 6 and 7 will default to “Normal/Within Life Cycle”, however, the assessor will still have the ability to modify the default entry (as required).

PRIORITY REPLACEMENT

0 – 1 Years	Full replacement recommended within 1 year (0 – 12 Months)
1 – 2 Years	Full replacement recommended within 1 -2 years (13 – 24 Months)
3 – 5 Years	Full replacement recommended within 3 - 5 years (25 – 60 Months)
6 – 10 Years	Full replacement recommended within 6 - 10 years (61 – 120 Months)
10 + Years	Full replacement recommended beyond 10 years (> 120 Months)

Assessors are encouraged to fill in the “Remarks” field to further describe the condition, operation, location or any other information that is described in the **Notes** section (of each item).

Any item ranked 4 or below requires a separate photograph of the observed deficient condition. Assessors will need to “identify/tag” each of these photos before the assessment is submitted for review. Appropriate photo “tagging” will allow each reviewer the ability to sort/group photos as needed to facilitate the overall QA/QC process. See Process and Procedure training for additional guidance.

Emergency System

Group Notes: Emergency Systems for backup power are included in this section. For multiple buildings, the main emergency service should be listed where the main panel is located and it should be stated in the “remarks” field which buildings the system serves.

Automatic Transfer Switch

Item Type		EA
Notes		
Rank 7	ATS is in good operating condition	
Rank 6	ATS needs to be cleaned and adjusted	
Rank 5	N/A	
Rank 4	ATS is more than 20 years of age and shows signs of deterioration, transfer switch does not work all the times	
Rank 3	N/A	
Rank 2	ATS is not working and cannot be repaired due to excessive deterioration	

Emergency AC Power

Item Type		SF
Notes	Emergency AC power is provided in the toilet rooms, stairs, corridors, gym, auditorium, auditorium aisle lighting, lunch room, pool, multi-purpose rooms, etc., from a second source through a transfer switch	
Rank 7	Lights are fully functional	
Rank 6	Light bulbs need to be replaced and lighting fixture cleaned	
Rank 5	N/A	
Rank 4	The majority of the emergency AC lights in the area do not work and cannot be repaired	
Rank 3	N/A	
Rank 2	All the emergency AC lights in the area do not work and cannot be repaired	

Emergency Battery Packs

Item Type		EA
Notes	If an emergency generator or UPS is installed that provides emergency AC lights in the area, the emergency battery packs in the toilet rooms, stairs, corridors, gym, auditorium, lunch room, pool, multi-purpose rooms, etc., are not required and should not be rated less than 6	
Rank 7	Battery packs are in good condition	
Rank 6	Batteries need to be replaced	
Rank 5	N/A	
Rank 4	Battery pack is in poor condition is more than 25 years old and is working, however, no spare parts are available	
Rank 3	N/A	
Rank 2	Battery pack is substantially deteriorated and not working. Battery Pack cannot be repaired	

Emergency Generators

Item Type	Emergency Generator – Natural Gas Indoor Emergency Generator – Natural Gas Outdoor Emergency Generator – Diesel Indoor Emergency Generator – Diesel outdoor	EA
Notes	If possible, the following should be listed in the “remarks” field: Emergency Generator capacity (KW), Voltage and Phase, manufacturer, model number and year build. Provide photo of equipment name plate.	
Rank 7	Unit is in good operating condition	
Rank 6	Generator’s automatic testing controls are not working and needs to be repaired, Unit needs to be cleaned and all the controls adjusted, combustion air intake damper needs to be refurbished	
Rank 5	Generator is working, however, the unit’s performance has been degrading and needs to be refurbished, the combustion intake damper and damper motor needs to be replaced, silencer may need to be replaced and all the controls refurbished	
Rank 4	Generator is more than 25 years of age and is working, however the overall unit condition including the controls and the dampers appears poor (excessive corrosion and deterioration of the generator casing, damper is rusted, Automatic testing controls do not work, silencer is deteriorated and noise is an issue when the generator is running), the unit is not cost effective to be repaired.	
Rank 3	N/A	
Rank 2	Generator is more than 20 years of age, is in poor condition and is not cost effective to be repaired. The following issues exist; the unit has excessive corrosion, the controls are disconnected, the generator is burned out, the unit is disconnected	

Exit Signs

Item Type		EA
Notes	If an emergency generator or UPS is installed and the exit signs are connected to the emergency generator or UPS than the exit signs in the stairs, corridors, gym, auditorium, lunch room, pool, multi-purpose rooms, etc., are not required to have batteries and should not be ranked less than 4	
Rank 7	Exit signs are in good condition	
Rank 6	Batteries or light bulbs need to be replaced	
Rank 5	Some exit signs need to be added or moved	
Rank 4	Exit sign is in poor condition is more than 20 years old and is working, however, no spare parts are available and or the exit sign has incandescent lights	
Rank 3	N/A	
Rank 2	School does not have an emergency generator or UPS or are not connected to the emergency generator or UPS and the existing signs are not provided with the battery backup or the exit sign is more than 20 years of age and not working	

Security System

Item Type		SF
Notes		
Rank 7	Security system is in good condition and no work is required. All coverage of school	
Rank 6	Maintenance of the existing system. Replace non- functional devices	
Rank 5	Security system is acceptable however upgrades are required in the panel, devices and some wiring. Not all coverage of school.	
Rank 4	Security system is not working in all areas and cannot be repaired or is obsolete and a new security system is required	
Rank 3	Security system is obsolete and does not work	
Rank 2	N/A	

UPS

Item Type		EA
Notes	If the UPS has been retired in place and replaced with another emergency system (emergency generator, egress lights with battery packs and exit signs with batteries) do not list and rank the UPS	
Rank 7	UPS is fully functional and is located in a separate room with air conditioning	
Rank 6	AC Unit needs repairs or UPS controls need to be adjusted	
Rank 5	Unit is in fair condition however batteries and UPS room a/c units need to be replaced	
Rank 4	UPS is more than 20 years of age and is operating but is in poor condition; signs of corrosion exist. The unit is located in an open space (not in a dedicated room) and pipes run over the unit. No separate cooling for the unit has been provided	
Rank 3	UPS is more than 20 years of age and the batteries have not been replaced in the last 10 years and or the UPS is not located in a dedicated room and the room air conditioning unit is not working or air conditioning for the room does not exist	
Rank 2	UPS is disconnected and has not been replaced with the proper emergency system (emergency generator or egress lights with battery packs and exit signs with batteries)	

Main Service

Independent Service for Emergency Power

Item Type		EA
Notes		
Rank 7	The feed, the panel, and the ATS is in good condition	
Rank 6	Labeling needs to be done, the panel may need to be electrostatically painted	
Rank 5	N/A	
Rank 4	Independent feed is more than 40 years of age and the panel is significantly deteriorated	
Rank 3	Panel is live front and significantly deteriorated	
Rank 2	Panel is greater than 40 years of age and constantly trips.	

Main Electrical Service

Item Type		EA
Notes	For multiple buildings, the main electrical service should be listed where the main panel is located and it should be stated in the "remarks" field which buildings the system serves. Also include, where possible, the total capacity (AMPS), the voltage of the switch gear, the manufacturer, model number and year built.	
Rank 7	The switch gear is well labeled and is in good operating condition	
Rank 6	Switchgear needs to be labeled, the front door is damaged is not properly locked and needs to be repaired	
Rank 5	N/A	
Rank 4	Switch gear is greater than 50 years of age and is deteriorated	
Rank 3	Switch gear is significantly deteriorated and substantially corroded (bus bars are shown from the outside) due to water or steam leakage	
Rank 2	Switch gear is greater than 40 years of age and constantly trips	

Main Electrical Service – Live Front

Item Type		EA
Notes	The total capacity (AMPS), the voltage of the switch gear, the manufacturer, model number and years build must be listed. Provide photo of equipment name plate.	
Rank 7	N/A	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Live Front Switch gear needs to be replaced	
Rank 3	Live Front Switch gear is significantly deteriorated	
Rank 2	Live Front Switch gear constantly trips.	

Public Address System

Item Type		SF
Notes	For multiple buildings and addition, the PA and the Security system should be listed where the main panel is located and it should be stated in the "remarks" field which buildings the system serves.	
Rank 7	PA is in good condition no changes are required	
Rank 6	PA system needs basic maintenance	
Rank 5	PA system is working, however, needs to be repaired	
Rank 4	PA system is not working in all areas and cannot be repaired or the PA system is obsolete	
Rank 3	PA system is obsolete and does not work	
Rank 2	N/A	

Power Distribution

Lighting and Power Panels

Item Type		EA
Notes	Provide photo of equipment name plate.	
Rank 7	The panel is well labeled and is in good operating condition	
Rank 6	Panel needs to be labeled; the front door is damaged and is not properly locked / lacking coverage	
Rank 5	N/A	
Rank 4	Panel is in poor condition and is significantly deteriorated or the panel is live front	
Rank 3	Panel is live front and is substantially deteriorated	
Rank 2	Panel is greater than 40 years of age is substantially deteriorated and constantly trips.	

Main Distribution Panels

Item Type		EA
Notes	Provide photo of equipment name plate.	
Rank 7	The distribution panel is well labeled and is in good operating condition	
Rank 6	Distribution Panel needs to be labeled, the front door is damaged and is not properly locked	
Rank 5	N/A	
Rank 4	Distribution panel is greater than 40 years of age and panel is substantially deteriorated and or is live front	
Rank 3	Distribution panel is live front and is substantially deteriorated	
Rank 2	Distribution panel is greater than 40 years of age and it is substantially deteriorated and constantly trips.	

Transformers

Item Type	277/480 – 120/208 120/240 – 120/208 277/480 – 120/240	EA
Notes		
Rank 7	Transformer is in good condition	
Rank 6	Transformer needs to be cleaned and the transformer cooling fan needs to be refurbished	
Rank 5	Panel shows sign of rust, look substantially old	
Rank 4	Transformer is more than 30 years of age, is in poor condition, is running hot and is substantially deteriorated	
Rank 3	Transformer is working but is deteriorated due to water/steam leakage	
Rank 2	Transformer is not working and cannot be repaired due to excessive damage	

PLUMBING

The Plumbing systems is grouped into the following categories, each with associated subcategories (if applicable):

HOT WATER HEATING

- Hot Water Heaters – Electric
- Hot Water Heaters – Gas
- Hot Water Heaters – Steam Heat Exchanger
- Hot Water Storage Tank

PIPING

- Domestic- Cold Water (Horizontal, Risers and from Risers to fixtures)
- Domestic- Hot Water (Horizontal, Risers, and from Risers to fixtures)
- Domestic Hot Water Return (Horizontal, Risers and from Risers to fixtures)
- Sanitary Piping
- Storm Piping
- Vent Piping

POOL SYSTEMS

- Pool Hot Water Heaters– Electric
- Pool Hot Water Heaters– Gas
- Pool Hot Water Heaters– Steam Heat Exchanger
- Pool Filtration System Including Pump
- Pool Supply and Return Piping
- Pool Drain Piping

PUMPS

- Domestic Booster Pumps
- Ejector/Sump Pumps

PLUMBING ITEMS AND RANKINGS

To enhance reporting and planning analysis, each item assessed must be assigned a “Reason” (used to further describe the observed condition) and a “Priority Replacement” (used to define the recommended time period for full replacement). These are applied manually by the assessor (within the FACTs tool), below are the possible selections for each category:

REASON

Life/Health/Safety	This priority describes a condition that needs to be repaired/replaced immediately in order to return a facility to safe operation.
Failing/Damaged	Refers to items that have failed (or are failing), or items for which the observed damage is significant and likely to compromise performance.
Obsolete	Refers to items no longer manufactured for which replacement parts have become difficult to obtain.
Beyond Service Life	Includes items that are operational, however, are considered for replacement because they have reached the end of their service life.
Normal/Within Life Cycle	Refers to items that are within the normal maintenance and general upkeep of the facility.

Note: The “Reason” for ranks 6 and 7 will default to “Normal/Within Life Cycle”, however, the assessor will still have the ability to modify the default entry (as required).

PRIORITY REPLACEMENT

0 – 1 Years	Full replacement recommended within 1 year (0 – 12 Months)
1 – 2 Years	Full replacement recommended within 1 -2 years (13 – 24 Months)
3 – 5 Years	Full replacement recommended within 3 - 5 years (25 – 60 Months)
6 – 10 Years	Full replacement recommended within 6 - 10 years (61 – 120 Months)
10 + Years	Full replacement recommended beyond 10 years (> 120 Months)

Assessors are encouraged to fill in the “Remarks” field to further describe the condition, operation, location or any other information that is described in the **Notes** section (of each item).

Any item ranked 4 or below requires a separate photograph of the observed deficient condition. Assessors will need to “identify/tag” each of these photos before the assessment is submitted for review. Appropriate photo “tagging” will allow each reviewer the ability to sort/group photos as needed to facilitate the overall QA/QC process. See Process and Procedure training for additional guidance.

Hot Water Heating

Group Notes: If available, add the following to the "remarks" field: manufacturer, model number, output/storage capacity, and age.

Hot Water Heaters – Electric

Item Type		EA
Notes		
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and adjusted, Thermostatic valve also needs to be adjusted/RCP balanced	
Rank 5	Hot water heater is in fair condition, recirculation pump is not working and needs replacement, pressure relief valve should be replaced / TMV replaced	
Rank 4	Hot Water Heater is more than 15 years of age is in poor condition (rust and deterioration), Heater does not maintain the proper water discharge temperature and is not cost effective to be repaired.	
Rank 3	Hot Water Heater is in poor condition the heater is not working, (elements are burned, leaking) and is not cost effective to be repaired.	
Rank 2	N/A	

Hot Water Heaters – Gas

Item Type		EA
Notes	List the model and year built. Provide photo of equipment name plate.	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however burner needs to be cleaned. TMV adjusted/RCP balanced	
Rank 5	Hot water heater is in fair condition however vent adjustment is required, Recirculation pump is not working and needs replacement, and pressure relief valve should be replaced. TMV adjusted	
Rank 4	Hot Water Heater is more than 15 years of age is in poor condition (shows signs of rust and deterioration). Heater is set at the maximum temperature and does not maintain the proper discharge water temperature. TMV replaced.	
Rank 3	Hot Water Heater is more than 15 years of age and the heaters is not working, is leaking and is rusted	
Rank 2	Flue is disconnected or blocked (flue combustion gases are discharged to the room that the hot water heater is located)	

Hot Water Heaters – Steam Heat Exchanger

Item Type		EA
Notes	If the steam to hot water heat exchanger has been replaced with hot water heaters and is valve off and is not required for the building, it does not need to be listed and ranked	
Rank 7	Unit is in good condition and no work is required. Valving in good condition.	
Rank 6	Heat exchanger is in good condition. Minor valving repairs / control fixes.	
Rank 5	Heat exchanger and pump needs to be cleaned and controls adjusted, hot water pump motor needs to be replaced, Pump needs to be refurbished. CV needs work	
Rank 4	Heat exchanger shell is deteriorated and is leaking. Valving needs major repairs/ no control.	
Rank 3	Heat exchanger is more than 20 years of age the walls is substantially deteriorated and has excessive leakage	
Rank 2	N/A	

Hot Water Storage Tank

Item Type		EA
Notes	If the storage tank is valve off and is not required for the system to operate it does not need to be listed and ranked	
Rank 7	Storage tank is in good condition	
Rank 6	Repair damaged insulation, drain the tank to remove any corrosion build up	
Rank 5	Insulation is damaged and needs to be replaced	
Rank 4	Storage tank is deteriorated and is leaking, the tank cannot be repaired	
Rank 3	Storage tank is leaking and shows signs of excessive corrosion	
Rank 2	Storage tank is valve off, only one storage tank exists and the heaters cannot operate without the storage tank	

Piping

Domestic Piping

Item Type	Hot/Cold Water Supply (Horizontal, Risers and from Risers to fixtures) Domestic Hot/Cold Water Return (Horizontal, Risers and from Risers to fixtures)	SF
Notes	Please note that piping quantities should be shown as the overall square footage of the building. Perform multiple spot checks of the hot and cold water pressure to the farthest fixtures or verify consistent conditions; if there is an area of piping that is in a distinctly different condition from the remainder of the building, note that as a separate line item and call it out in the "remarks" field.	
Rank 7	The pipes appear to be in good condition and no problems have been reported or pipes are all copper	
Rank 6	Labeling of the lines and valves is required, insulation is missing. There are leaking pipes in the connections and need to be repaired	
Rank 5	N/A	
Rank 4	Pipes are galvanized, more than 40 years of age and there are many pipe clamps and water pressure and flow is not achieved to the farthest fixtures even though the discharge pressure from the booster pump is within the acceptable limits (60 to 70 PSI).	
Rank 3	Pipes are galvanized, more than 40 years of age and there are many pipe clamps installed and/or water pressure and flow is not achieved to the majority of the fixtures even though the discharge pressure from the booster pump is within the acceptable limits (60 to 70 PSI).	
Rank 2	N/A	

Sanitary Piping

Item Type		SF
Notes	Please note that piping quantities should be shown as the overall square footage of the building. Cast iron pipes or copper pipes in the building should not be ranked lower than 6.	
Rank 7	All the lines are cast iron or copper and are in good condition. Galvanized pipes are less than 20 years of age and No issues exist	
Rank 6	There are some galvanized or cast iron pipes that leaking on the connections and need to be repaired	
Rank 5	Only 40+ years, no major issues	
Rank 4	Pipes are galvanized, more than 40 years of age and there are many pipe clamps installed	
Rank 3	Known issue with rusting	
Rank 2	N/A	

Storm Piping

Item Type		SF
Notes	Please note that piping quantities should be shown as the overall square footage of the building. Cast iron pipes or copper pipes in the building should not be ranked lower than 6.	
Rank 7	All the lines are cast iron or copper and are in good condition. Galvanized pipes are less than 20 years of age and No issues exist.	
Rank 6	There are some galvanized or cast iron pipes that leaking on the connections and need to be repaired	
Rank 5	Only 40+ years, no major issues	
Rank 4	Pipes are galvanized, more than 40 years of age and there are many pipe clamps installed	
Rank 3	N/A	
Rank 2	N/A	

Vent Piping

Item Type		SF
Notes	Please note that piping quantities should be shown as the overall square footage of the building. Cast iron pipes or copper pipes in the building should not be ranked lower than 6.	
Rank 7	All the lines are cast iron or copper and are in good condition. Galvanized pipes are less than 20 years of age and No issues exist.	
Rank 6	There are some galvanized or cast iron pipes that leaking on the connections and need to be repaired	
Rank 5	Only 40+ years, no major issues	
Rank 4	Pipes are galvanized, more than 40 years of age and there are many pipe clamps installed	
Rank 3	N/A	
Rank 2	N/A	

Pool Systems

Pool Hot Water Heaters– Electric

Item Type		EA
Notes	If possible, the following should be listed in the “remarks” field: Pool Heater manufacturer and model number, output capacity BTU/HR, storage capacity and Age of the heater	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit needs to be cleaned and adjusted, Thermostatic valve also needs to be replaced	
Rank 5	Hot water heater is in fair condition, recirculation pump is not working and needs replacement, pressure relief valve should be replaced	
Rank 4	Hot Water Heater is more than 15 years of age is in poor condition (rust and deterioration), Heater does not maintain the proper water discharge temperature and is not cost effective to be repaired.	
Rank 3	Hot Water Heater is in poor condition the heater is not working, (elements are burned, leaking) and is not cost effective to be repaired.	
Rank 2	N/A	

Pool Hot Water Heaters– Gas

Item Type		EA
Notes		
Rank 7	Unit is in good condition and no work is required	
Rank 6	Unit is in good condition however burner needs to be cleaned	
Rank 5	Hot water heater is in fair condition however vent adjustment is required, Recirculation pump is not working and needs replacement, pressure relief valve should be replaced	
Rank 4	Hot Water Heater is more than 15 years of age is in poor condition (shows signs of rust and deterioration). Heater is set at the maximum temperature and does not maintain the proper discharge water temperature	
Rank 3	Hot Water Heater is more than 15 years of age and the heaters are not working, is leaking and is rusted	
Rank 2	Flue is disconnected or blocked (flue combustion gases are discharged to the room that the hot water heater is located)	

Pool Hot Water Heaters– Steam Heat Exchanger

Item Type		EA
Notes	If the steam to hot water heat exchanger is valve off and is no longer required to heat the pool, it does not need to be listed and ranked	
Rank 7	Unit is in good condition and no work is required	
Rank 6	Heat exchanger is in good condition	
Rank 5	Heat exchanger and pump needs to be cleaned and controls adjusted, hot water pump motor needs to be replaced, Pump needs to be refurbished	
Rank 4	Heat exchanger shell is deteriorated and is leaking / no control	
Rank 3	Heat exchanger is more than 20 years of age the walls is substantially deteriorated and has excessive leakage	
Rank 2	N/A	

Pool Filtration System Including Pump

Item Type		EA
Notes		
Rank 7	The filtration system is new and is in good operating condition	
Rank 6	Sand filter needs to be replaced; some valves need to be refurbished; pump is leaking and needs to be refurbished or replaced	
Rank 5	The filtration system is less than 15 years of age and the filter need to be replaced, some valves need to be replaced and the pump needs refurbishment	
Rank 4	The filtration system is more than 25 years of age and is substantially deteriorated or is obsolete	
Rank 3	Filtration systems are valved off	
Rank 2	N/A	

Pool Supply and Return Piping

Item Type		LF
Notes	[Measuring Instruction: Overall length of horizontal and vertical piping (independent of pipe diameter).]	
Rank 7	The pipes are PVC and appear to be in good condition and no problems have been reported. Galvanized pipes are used however they are less than 20 years of age and No issues exist.	
Rank 6	Labeling of the lines and valves and valve repair is required	
Rank 5	N/A	
Rank 4	Pipes are galvanized and there are many pipe clamps installed and valves corroded and do not work	
Rank 3	Pipes are substantially corroded and can no longer be used	
Rank 2	N/A	

Pool Drain Piping

Item Type		LF
Notes	[Measuring Instruction: Overall length of horizontal and vertical piping (independent of pipe diameter).]	
Rank 7	The pipes are PVC and appear to be in good condition and no problems have been reported. Galvanized pipes are used however they are less than 20 years of age and No issues exist	
Rank 6	Labeling of the lines and valves is required	
Rank 5	N/A	
Rank 4	Pipes are galvanized and there are many pipe clamps installed and valves corroded and do not work	
Rank 3	Pipes are substantially corroded and can no longer be used	
Rank 2	N/A	

Pumps

Domestic Booster Pumps

Item Type	Domestic Booster Pump- Duplex	EA
Notes	If the booster pumps are not used or disconnected, do not list or rank the booster pump. Provide photo of equipment name plate.	
Rank 7	Domestic water pump is in good operating condition, both pumps are operating and the overall condition of the domestic booster pump is good	
Rank 6	Pump is operating and is in good condition, however (Controls need adjustment, pump seals need to be replaced, pump overall needs to be cleaned and lubricated)	
Rank 5	Pumps are in fair condition however booster pump motor may need to be replaced	
Rank 4	Pumps are more than 20 years of age, both pumps are in poor condition and are not cost effective to be repaired, however, they are providing the proper pressure to all fixtures. The booster Pumps need to be replaced (Pumps compression tank is leaking, the pump seals are leaking, the pump motor is running hot and needs replacement)	
Rank 3	Pumps are more than 20 years of age and one pump is not working but both pumps are in poor condition and are not cost effective to be repaired, the operating pump is not sufficient to provide the proper water pressure in the longest plumbing fixtures from the pump and water closets do not flush properly	
Rank 2	Pumps are more than 20 years they are in poor condition, both pumps are not working and are not cost effective to be repaired, the system is valve off. The city water pressure is not sufficient to provide the proper water pressure to all fixtures. Some toilets do not flush	
Item Type	Domestic Booster Pump – Simplex	EA
Notes	If the booster pumps are not used or disconnected, do not list or rank the booster pump. Provide photo of equipment name plate.	
Rank 7	Domestic water pump is in good operating condition, the pump is operating and the overall condition of the domestic booster pump is good	
Rank 6	Pump is operating (Controls need adjustment, pump seals need to be replaced, pump overall needs to be cleaned and lubricated)	
Rank 5	Pump needs to be upgraded (Pump seals are leaking, pump is operating constantly in one speed, pump motor is running hot and needs replacement)	
Rank 4	Pump is more than 20 years of age and is working is in poor condition and is not cost effective to be repaired, a number of the fixtures do not flash with the water pressure provided	
Rank 3	N/A	
Rank 2	Pump is more than 20 years of age is not working, is in poor condition and is not cost effective to be repaired, the pump is valve off. The city water pressure is not sufficient to provide the proper water pressure to properly flash all the water closets, some water closets do not flush	

Ejector/Sump Pumps

Item Type	Ejector Pump (Duplex) Sump Pump (Duplex)	EA
Notes	Provide photo of equipment name plate.	
Rank 7	Both ejector pumps are in good operating condition	
Rank 6	The pumps are in good condition and working but they need to be adjusted, cleaned, and lubricated and the pit cleaned	
Rank 5	The pumps are in fair condition however the pump motor needs to be replaced.	
Rank 4	The pumps are in poor condition. One pump is required to operate continuously to keep up with the water flow, the pump(s) are vibrating or cavitating during operation. Leaks in piv (can be repaired)	
Rank 3	One of the two pumps is not working (shaft broken or pump frozen and the other pump is in poor condition and cannot keep up with the water flow	
Rank 2	Both pumps are not working, the pump shaft is broken or the pump is frozen and does not turn, major leaks in piv (need replace)	

<i>Ejector/Sump Pumps (Continued)</i>		
Item Type	Ejector Pump (Simplex) Sump Pump (Simplex)	EA
Notes	Provide photo of equipment name plate.	
Rank 7	The pump is in good operating condition	
Rank 6	The pump is working but needs to be adjusted, cleaned, lubricated and the pit cleaned	
Rank 5	The pump motor is running hot, pump motor needs to be replaced.	
Rank 4	The pump is in poor condition. The pump operates continuously to keep up with the water flow, the pump is vibrating or cavitating during operation. Leaks in piv (can be repaired)	
Rank 3	The pump is more than 20 years of age, is in poor condition, and is not working (pump cannot keep up with the water flow)	
Rank 2	The pump is not working, the pump shaft is broken or the pump is frozen and does not turn, major leaks in piv (need replace)	

FIRE PROTECTION

The Fire Protection systems are broken into groups, with an appropriate subgroup, as follows:

FIRE ALARM SYSTEMS

- Fire Alarm Panel
- Fire Alarm (System)
- Fire Alarm Strobe Lights
- Fire Pump Controller

PUMP ROOM ASSEMBLY

- Fire Pump
- Jockey Pump

SPRINKLER SYSTEM

- Combination Wet/Dry Sprinkler System
- Dry Sprinkler System Piping
- Sprinkler Heads
- Wet Sprinkler System Piping

FIRE PROTECTION ITEMS AND RANKINGS

To enhance reporting and planning analysis, each item assessed must be assigned a “Reason” (used to further describe the observed condition) and a “Priority Replacement” (used to define the recommended time period for full replacement). These are applied manually by the assessor (within the FACTs tool), below are the possible selections for each category:

REASON

Life/Health/Safety	This priority describes a condition that needs to be repaired/replaced immediately in order to return a facility to safe operation.
Failing/Damaged	Refers to items that have failed (or are failing), or items for which the observed damage is significant and likely to compromise performance.
Obsolete	Refers to items no longer manufactured for which replacement parts have become difficult to obtain.
Beyond Service Life	Includes items that are operational, however, are considered for replacement because they have reached the end of their service life.
Normal/Within Life Cycle	Refers to items that are within the normal maintenance and general upkeep of the facility.

Note: The “Reason” for ranks 6 and 7 will default to “Normal/Within Life Cycle”, however, the assessor will still have the ability to modify the default entry (as required).

PRIORITY REPLACEMENT

0 – 1 Years	Full replacement recommended within 1 year (0 – 12 Months)
1 – 2 Years	Full replacement recommended within 1 -2 years (13 – 24 Months)
3 – 5 Years	Full replacement recommended within 3 - 5 years (25 – 60 Months)
6 – 10 Years	Full replacement recommended within 6 - 10 years (61 – 120 Months)
10 + Years	Full replacement recommended beyond 10 years (> 120 Months)

Assessors are encouraged to fill in the “Remarks” field to further describe the condition, operation, location or any other information that is described in the **Notes** section (of each item).

Any item ranked 4 or below requires a separate photograph of the observed deficient condition. Assessors will need to “identify/tag” each of these photos before the assessment is submitted for review. Appropriate photo “tagging” will allow each reviewer the ability to sort/group photos as needed to facilitate the overall QA/QC process. See Process and Procedure training for additional guidance.

Fire Alarm Systems

Fire Alarm Panel

Item Type		EA
Notes	Type, Manufacturer and Model Number and age of the fire alarm panel need to be provided in the "remarks" field. For multiple buildings and addition, the Fire Alarm panel should be listed where the Fire Alarm Panel is located.	
Rank 7	Fire alarm panel is in good condition	
Rank 6	Fire panel needs some work	
Rank 5	N/A	
Rank 4	N/A	
Rank 3	Fire alarm panel is more than 20 years of age and is in poor condition, fire alarm panel cannot be upgraded, remote notification devices are operating on 120 Volts, fire alarm panel is obsolete and no additional pull stations can be added on the existing panel including any strobe lights	
Rank 2	Fire alarm panel is not working and the city inspector has issued a violation	

Fire Alarm (System)

Item Type		SF
Notes	For multiple buildings and addition, the Fire Alarm System should be listed where the main Fire Alarm Panel is located and it should be stated in the "remarks" field which buildings the system serves.	
Rank 7	Fire alarm system is in good condition	
Rank 6	Some of the detectors need to be replaced and the system calibrated	
Rank 5	Additional pull stations and strobe lights are required and the panel can support the additional pull stations	
Rank 4	Fire alarm system is more than 20 years of age, the system is in poor condition, Remote notification devices are operating on 120 Volts, No strobe lights are installed in the school and the system cannot support new strobe lights	
Rank 3	N/A	
Rank 2	Fire alarm system is not working and the city inspector has issued a violation	

Fire Alarm Strobe Lights

Item Type		SF
Notes		
Rank 7	Strobe lights are in good condition	
Rank 6	Some of the strobe lights are deteriorated and need to be replaced	
Rank 5	N/A	
Rank 4	Strobe lights are in poor condition or No strobe lights are installed in the classrooms	
Rank 3	Number of rooms missing	
Rank 2	N/A	

Fire Pump Controller

Item Type		EA
Notes		
Rank 7	Fire pump controller is in good operating condition. No work is required	
Rank 6	Labeling, adjusting of the controller and repair of the panel door is required	
Rank 5	Fire pump controller is in fair condition but it requires to be refurbished	
Rank 4	Fire pump controller is very old, is obsolete (replacements parts cannot be found)	
Rank 3	N/A	
Rank 2	Fire pump controller is not working, and there is a citation issued by the fire department. Controller is very old and there are no parts. Controller needs to be replaced	

Pump Room Assembly

Fire Pump

Item Type		EA
Notes	If possible, the following should be listed in the "remarks" field: Fire pump manufacturer and model number, Fire pump flow capacity and pressure, HP and age of the fire pump, and any code violations.	
Rank 7	Unit is operating properly and no work is required. Passes inspection within 12 months	
Rank 6	Pump bearings need to be lubricated, pumps need to be cleaned and painted, and valves need to be tagged.	
Rank 5	Fire pump is leaking and requires to be refurbished. The pump seals require to be replaced, the pump motor may also need to be replaced.	
Rank 4	Fire pump is in poor condition, pump is vibrating and cavitating during operation, has excessive leakage and excessive corrosion, pressure and flows are deteriorating yearly and are close to the acceptable limits. The fire pump is not cost effective to be repaired	
Rank 3	N/A	
Rank 2	Fire pump is in poor condition and the pump motor does not deliver the required pressure and flows. City has issued a violation. The fire pump is not cost effective to be repaired	

Jockey Pump

Item Type		EA
Notes		
Rank 7	Pump is in good operating condition and no work is required	
Rank 6	pump bearing need to be lubricated and controls adjusted, pump needs to be painted	
Rank 5	Pump is leaking and motor is running hot during operation. The pump seals require to be replaced, the pump motor may also need to be replaced	
Rank 4	Pump is in poor condition is leaking, cavitating and is vibrating during operation. The pump is not cost effective to be repaired.	
Rank 3	Pump is more than 30 years of age and is not working properly. Pump is rusted, motor is not operating	
Rank 2	N/A	

Sprinkler System

Sprinkler System

Item Type	Combination Wet/Dry Sprinkler System Dry Sprinkler System Wet Sprinkler System	SF
Notes		
Rank 7	Systems is in good working condition	
Rank 6	Systems in in good condition, minor repairs/tagging required	
Rank 5	Systems is fair condition, some equipment requires repair and/or replacement	
Rank 4	System is more than 50 years of age. Replace system's components: Valves, flow meters, etc...	
Rank 3	N/A	
Rank 2	N/A	

Sprinkler Piping

Item Type		SF
Notes		
Rank 7	The pipes appear to be in good condition and no problems have been reported	
Rank 6	Tags (labels) are not legible and should be replaced	
Rank 5	Some of the control valves need to be refurbished and or few pipe clamps are installed and pipes need to be repaired	
Rank 4	Pipes are more than 50 years of age and there are many pipe clamps installed on the lines.	
Rank 3	N/A	
Rank 2	N/A	

Sprinkler Heads

Item Type		SF
Notes	Indicate in the "remarks" field if sprinkler heads are broken or missing guards.	
Rank 7	All sprinkler heads are in good condition	
Rank 6	N/A	
Rank 5	N/A	
Rank 4	Sprinkler heads are old and should be replaced	
Rank 3	A large number of sprinkler heads are painted or missing guards.	
Rank 2	Heads more than 40 years old, need full replacement	